

DATE \_\_\_\_\_

# RENOVATION & ARCHITECTURAL MODIFICATION REQUEST

In accordance with Article 2 of the Bylaws of Watergate at Landmark, governing structural additions, alterations or improvements to units; Administrative Resolution No. 2, Architectural Review Procedures and Policy Resolution 96 Renovation and Architectural Modification Policies; the undersigned owner(s) request the approval of the following additions, alterations or improvements.

*This application contains a complete and accurate list of any and all changes and renovations to my unit. I understand that renovations cannot begin until I have received the architectural approval letter from the association and I have completed and signed the architectural agreement form.*

**Owner Name:** \_\_\_\_\_ **Owner Signature:** \_\_\_\_\_

**Co-owner Name:** \_\_\_\_\_ **Co-owner Signature:** \_\_\_\_\_  
(If Applicable)

**Building #** \_\_\_\_\_ **Unit #** \_\_\_\_\_ **Phone # ( \_\_\_\_ )** \_\_\_\_\_ - \_\_\_\_\_

**List all work to be done**, including painting, wallpapering and replacing carpet with carpet & floor to floor, below. If needed use a separate page to continue description.

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The described work will begin approximately \_\_\_\_\_ days after approval and is expected to take approximately \_\_\_\_\_ days/weeks to complete.

## DESCRIBE FULLY THE NATURE OF THE WORK TO BE DONE AND ATTACH THE FOLLOWING:

1. A floor plan of the unit showing all proposed changes
2. Photos of the proposed area to be renovated
3. A copy of the contractor's license. The City of Alexandria requires that contractors working in a high-rise, multi-family dwelling have a RBC or Residential Building or CBC or Commercial Building or CIC or Commercial Improvement Contractor designation on their contractor's license. There are no exceptions.

## AS APPLICABLE, ATTACH THE FOLLOWING:

1. Copies of electrical, plumbing and/or construction permits;
2. A diagram of any proposed changes to wiring system and a statement as to the electrical load of the proposed changes to the wiring system.
3. A diagram of the proposed changes to the plumbing system;
4. A diagram (floor plan), with measurements, showing the removal, addition of rearrangement of walls and/or doors within the unit.

## CONTRACTOR DETAILS

Provide the name, address and phone number of the person or firm who will perform the proposed work. **(Attach a copy of the contractor's license). Contractor's license must have RBC or Residential Building or CBC or Commercial Building or CIC or Commercial Improvement Contractor designation on their contractor's license.**

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## **THE FOLLOWING MODIFICATIONS ARE LIMITED OR NOT PERMITTED:**

- The exhaust fan in the kitchen cannot be moved, modified or covered.
- The dryer vent cannot be modified or relocated. Relocating washer/dryers will be approved on a case by case basis.
- Adding or removing any wall, including closing in an area such as building a pantry or closet or any type, will also require a construction permit. Wood framing is not permitted. Any framing must be done with metal studs.
- Copper pipe and fittings must be used during renovations.
- The bathroom vents in Buildings One and Two (203 and 205 Yoakum Parkway) cannot be moved, modified or covered. Floor plans may be obtained at the Resident Services Office.

## **APPROVAL TIMEFRAME & RELATED FEES:**

Depending upon the nature of the project, the type of review required will be either:

- Administrative Review
- Covenant Committee Review
- Possible additional requirement for a City of Alexandria permit.

For review and approval, please allow approximately 3 days for a Notice of Change; 10 days for a Renovation & Architectural Modification request. Owners requesting applications be expedited will incur a fee for expedited service. Owners proceeding without approval will be subject to a more expensive Architectural Renovation (after the fact) fee. (See FY Fee Schedule for details).

## **PERMITS:**

It is the responsibility of the unit owner to obtain any necessary permits from the City of Alexandria. Copies of permits must be attached to this application if required. Generally, permits are required if electrical fixtures or connections are installed or relocated within the unit or if the installation of sinks, toilers, tubs, showers or appliances requires changes in existing plumbing.

A copy of the Alexandria Code Enforcement Bureau's publication is on the file in the Association Office. The publication can also be accessed on the internet at <https://www.alexandriava.gov/PermitCenter>

Select "Permit Requirements" from the "quick links" on the left side of the screen, scroll down to and click on "When Do I Need a Permit." The Bureau is located in city hall.

A copy of AR2, PR96 and Section 55.-79.68 of the Virginia Code (Condominium Act) pertaining to alterations is available in the Association Office. In addition, the Condominium Act requires that resale certificates contain a statement (if true) that any improvements or alterations made to a unit or limited common element assigned thereto, by the prior unit owner, are not in violation of the Condominium Instruments (Section 5.5.-79.97 C 9 of the Virginia Code).

## **CONTRACTOR ACCESS REGULATIONS**

*Contractors, subcontractors, painters, plumbers, and other building trades may enter the building no earlier than 8:00 a.m. and must exit no later than 6:00 p.m., Monday through Saturday (except for emergency repairs). However, hammering, sawing, power tools, or other activity that may generate noise to other units by a contractor, are strictly forbidden on Saturdays. Work other than emergency repairs is prohibited on Sundays and Federal Holidays unless Patrol Services is apprised of the necessity prior to contractor admittance to the Property. Unit owners may personally do work on Saturday but are limited for noise between 10:00 a.m. to 4:00 p.m. Noise complaints outside of these timeframes are to be brought to the attention of Patrol Services. Contractors, subcontractors, painters, plumbers, and other building trades must enter and exit the building through the loading dock. Contractors must use service elevator except when directed by Patrol Services to use the passenger elevator. The service elevator door may not be held open by blocking the door. The Association trash receptacles are not to be used for trash or debris generated from construction or repair of any unit. All trash and debris shall be hauled away from the Condominium property on a daily basis by the contractor(s) and sub-contractor(s) working on any unit. Any damage to any common area shall be strictly the responsibility of the unit owner employing the contractors and sub-contractors and shall be immediately replaced or reimbursed to the Association.*

*Rev. 1/29/19*