



**Renovation / Architectural
Change Request**

To: The Covenants Committee - Watergate at Landmark

From: Name: _____

Unit # _____ Bldg. # _____ Phone# (_____) _____

In accordance with section 6.7 of the By-laws of Watergate at Landmark, governing structural additions, alterations or improvements to units; Administrative Resolution No. 2, Architectural Review Procedures and Guidelines; the undersigned owner(s) request the approval of the following additions, alterations or improvements to unit no. _____.

Describe **fully** the nature of the work to be done and attach the following:

- (1) A floor plan of the unit showing proposed all changes;
- (2) **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.

The following modifications are limited or not permitted:

- (1) **The exhaust fan in the kitchen cannot be moved, modified or covered.**
- (2) The dryer vent cannot be modified or relocated. Relocating washer/dryers will be approved on a case by case basis.
- (3) 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.
- (4) Copper pipe and fittings must be used during renovations.
- (5) The bathroom vents in Buildings One and Two cannot be moved, modified or covered.

Floor plans can be obtained at the Resident Services Office or at the WAL website.

List all work to be done, with the exception of painting, wallpapering and replacing carpet with carpet, below. Continue on page two or use a separate page if necessary.

Work to be done (continued).

The described work will begin approximately _____ days after approval by the Covenants Committee and should take approximately _____ days. Please allow 10 business days for review and approval. Owners requesting applications be expedite will incur a \$50.00 fee for expedited service.

Use of the service elevator, if required, must be coordinated in advance at the Residents' Service Desk.

The described work will affect the following other units _____ and/or the following common or limited common elements. (Describe effect. Continue on second or additional page if necessary.)

Limited common elements include front doors (door locks, chimes), balconies, windows, window screens, balcony and HVAC doors and parking spaces.

Provide the name, address and phone number of the person or firm who will do the work. (Attach a copy of the contractor's license).

It is the responsibility of the unit owner to obtain any necessary permits from the City of Alexandria. Copies of permits should be attached to this application or filed with the resident services office prior to the start of any work for forwarding to our Facilities Manager. 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 <http://alexandriava.gov/Code>. Select "Permit Center" from the "quick links" on the left side of the screen, scroll down to and click on "When is a Residential Permit Required." The Bureau is located in city hall.

A copy of AR- 2 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).

Signature _____ Date _____

Co-owner
Signature _____ Date _____