



Application for Interior Modification

*** Office Use Only***

Date Rec'd:

Request No. (yymm-unit-##)

Last Name

First Name

Date

Unit

Number

Phone Number

E-mail address

Please provide a brief description of the proposed modification (when applicable, be sure to include Style, Color, Dimensions, Materials, Location, etc.):

Estimated Start Date

Estimated Completion Date

Attachments

Floor Plan, Drawings

Photographs

Vendor's Quote/Proposal

Permits

VA Contractor's License

Certificate of Insurance

Other

I understand and agree to the following (check or initial each item):

All modifications must meet the requirements of the Shirlington Village Condominium Governing Documents and Arlington County Zoning/Building codes.

The Board of Directors has 60 days from the date of application to respond to modification requests.

The proposed improvement must be constructed according to the approved plans, schedule (commenced within 6 months and completed within 12 months of approval), and specifications.

Loading dock reservations are on a first-come first-serve basis.

Permissible construction hours are 9AM to 4:30PM, Sunday - Saturday. No construction on major holidays or their weekends.

Modification of the load bearing concrete (floors, ceilings, and walls) is not permissible with the exception of the use of fasteners that penetrate no more than ¾-inch.

Any work involving plumbing, electrical, or structural modifications will be performed by an individual/ company who has a VA Contractor's License and a Certificate of Insurance. Both documents will be made available to management upon request.

The underlayments for hard surface flooring will have sound deadening material equivalent to or exceeding ¼-inch cork. Additionally, the specific underlayment product (manufacturer and product name) is identified in the Modification Description section on page 1 of this request.

In Units located over other Units, rugs or carpeting and padding shall be maintained on at least seventy-five percent (75%) of the total gross area of the Unit, including the kitchen and bathrooms.

Alteration of the exterior of a unit, including windows and doors, is not permissible without the explicit approval of the Board of Directors.

Management reserves the right to review the modification while work is in progress and once work is completed to ensure adherence to all specifications, stipulations, and conditions.

I have read and understand the Construction Rules at page 3 of this application form.

Owner Signature
(if not emailed)

*****Board of Directors Use*****

Request Number

Date Action Taken

Decision

Request Approved

Request Rejected

Additional Information Requested

Comments

Printed Name

Position

Board Signature

Please email completed form to: manager@shirlingtonvillagecondo.com



Construction Rules

No entry into loading dock before 9 a.m.

All-day parking in loading dock prohibited (see office for exceptions).

Loading dock door and inner door to be kept closed. Owners provide workers a fob.

Contractors are to complete sign-in form at front desk.

Construction equipment/materials to be brought in through loading dock, not lobby.

Use of SVC bellman cart prohibited.

Corridor to be covered during heavy construction.

No work/materials to be performed or stored on balconies, terraces, or stairwells.

Construction debris to be discarded by the contractor. Do not use the dumpster.

All noisy work to be concluded by 4:30 p.m. – loading dock to be vacated by 5 p.m.

SVC Office Phone: 703-379-8098