

**University Square Homeowners Association  
EARC (Exterior Architecture Review Committee)  
Improvement/Modification Request Form**

This is the form to submit exterior improvement requests for your home. **Please fill it out and email it along with any supplemental materials to [earc@universitysquareha.com](mailto:earc@universitysquareha.com).**

Your request will be reviewed by the EARC (Exterior Architecture Review Committee). To ensure approval, please review and make sure your request falls within the EARC Guidelines, which are available on the USHA website and the USHA Facebook group. You will receive an email notifying you of EARC's decision, and an update will be put in your USHA file.

Note: Homeowners are responsible for meeting Fairfax County's building codes and obtaining any required permits.

Reminder: The purpose of having community guidelines are to keep the neighborhood looking nice, which keeps everyone's property values high. We are volunteers, and we do our best to respond quickly. If you have any questions or want to check on the status of your request, please email us at [earc@universitysquareha.com](mailto:earc@universitysquareha.com).

Thanks for improving your property!

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Name of Applicant:

Today's Date:

Street Address:

Lot #:

Telephone:

E-mail:

Type of Change (garage, deck, storage shed, etc.):

Detailed Description of the Change/Improvement:

Shape Dimensions (height, width, length):

Materials (specify all):

Color (also submit paint chips if applicable):

Location (also submit site plan showing location and approximate scale):

Estimated Start Date:

Estimated Completion Date:

Any additional information:

**In addition to this form, please attach any supplemental materials that will help the committee understand the changes you're making.** Common attachments include:

- paint color chips
- site plan drawings depicting location/scale of driveway extensions, new sheds or backyard structures, walkways, etc.
- photograph examples of materials for walkways, siding, roofing, solar panels, etc.

**Thank You!**