



Planning a Project?

GUIDE TO SUBMITTING YOUR ARC APPLICATION

Most exterior changes require an arc application to be submitted and approved. Once you review your guidelines and determine that an application is necessary there are a few guidelines for submission that will ensure your application is processed quickly.

Many management companies charge the homeowner to process arc applications. ICM does not charge a fee – but in order to keep this no cost service it is important to follow the guidelines below:

- Submit **one** .pdf file to arc@integritycommunitymanagement.com. The application, supporting documents, images, plat, materials list, etc. should be combined into one file and emailed. Alternatively you may mail via USPS to PO Box 1919, Leesburg, VA, 20177
- Submit only completed applications. This includes neighbor signatures and plats. Your application has instructions and a list of required inclusions. If you only have one neighbor, the signature can come from another homeowner that is in view of your project.
- Neighbor signatures are not approvals! If your neighbor asks you to sign an application, it is for documentation only that you have been notified that they are planning a project, not if you approve the project.
- ICM does not have a copy of your plat. You should have received this when you purchased your home, but if not, please contact your county's department of building and development.
- Know your association's timeline and plan accordingly. The committee has a specified amount of days to review and vote upon your application. Their time allotment does not start until a complete application is submitted to them by management.

Thank you... Your cooperation will ensure a quick and easy approval process!