EXTERIOR MODIFICATION / DESIGN REVIEW APPLICATION

Note: please be sure that you have the most recent set of design guidelines and associated application. Submission information and guidelines are subject to periodic revision.

Please circle your neighborhood below:

Westridge **Stratshire Crossing** **Virginia Manor** **White Oak Crest**

HOMEOWNER/APPLICANT'S PRINTED NAME: _____

ADDRESS OF PROPOSED MODIFICATION: _____

_____

TELEPHONE: Home _____ Cell _____ Work _____

EMAIL ADDRESS: _____

FIRST SUBMITTAL DATE: _____ RESUBMITTAL DATE (IF APPLICABLE): _____

INSTRUCTIONS TO HOMEOWNER / APPLICANT:

1. Consult the Design Guidelines for specific requirements and limitations for each proposed change.
2. Applications submitted for consideration at the next scheduled meeting of the Covenants Committee must be received no later than Noon (12:00 PM) on the Thursday prior to the scheduled Covenants Committee Meeting. Example: if the said meeting is scheduled for May 20th, only applications received by Noon on May 13th will be processed; all other applications will be deferred to the next scheduled meeting.
3. Submit at least two (2) sets of the completed application form with all plans, drawings and required documents with the information addressing each element of the requirements for the proposed exterior modification(s) to:

Dulles Farms Community Association
Attn: Administrative Assistant
25185 Chafee Circle, Aldie, VA 20105
0R
Via email to: dulfarms@ciramail.com

Directions:

To be considered by the Association your Application must be complete and detailed information describing the proposed change shall be included. **PLEASE REVIEW THE REQUIRED SUPPORTING INFORMATION FOUND BELOW. Make sure your Application is complete**. An Application submitted without all required submissions will be considered incomplete. In such case, the Covenant Committee's review period will not commence until all required information has been provided.

If you have any questions regarding the required submissions or the Application process, you are advised to seek guidance from the Community's Management Company prior to submission of an Application.

Brief Description of Proposed Change:

Briefly describe all proposed improvements, alterations, or changes to your lot or home in the space below (For example: "Deck and Patio" or "Fence". It is expected that a more detailed description with drawings and additional information will be included with your submission package attached.

_____
_____
_____
_____

Briefly describe the purpose of the Improvement:

_____
_____
_____
_____

Estimated starting date of construction: _____ **Estimated completion date:** _____

Neighbors' Acknowledgments:

You must obtain the signatures of at least two adjoining property owners who will be most affected by the change. Neighboring owners should be shown the complete application to be submitted, including all plans and drawings, at the time signature is requested. However, if you are building a fence, you must obtain the signatures of all adjoining property owners who will share a property line with your fence. It is your responsibility to obtain the correct / appropriate neighbor acknowledgments and / or provide proof of attempt. **The Lot# is required.**

Note: Signature by your neighbors indicates an awareness of your proposed change and *does not* constitute approval or disapproval on their part. Signatures must be from Homeowners and not Tenants. If the Homeowner who is leasing their property cannot be contacted by the applicant, then Management will contact them at their email address on record. This may delay the approval process. **Your neighbors are encouraged to contact the Community's Management Company to address any questions and / or concerns.**

Name:	_____	Name:	_____
Address:	_____	Address:	_____
Lot #	_____	**Lot #**	_____
Signature:	_____	Signature:	_____

Name:	_____	Name:	_____
Address:	_____	Address:	_____
Lot #	_____	**Lot #**	_____
Signature:	_____	Signature:	_____

Please attach any additional signatures – if required…

Owners' Acknowledgments:

I/we understand and agree: (please initial):

1. ____that I am responsible for advising all applicable contractors and / or agents prior to the start of any project of all the following acknowledgements and requirements and I retain the responsibility for the Contractor's and / or Agent's adherence to these requirements.

2. ____that no work on the proposed change shall begin until written approval of the Covenants Committee has been received by me; that, if work is begun prior to approval, I may be required to return the property to its former condition at my own expense if this Application is disapproved wholly or in part; and I may be required to pay all legal expenses incurred.

3. ____I acknowledge that this modification may require a building permit and I agree to obtain all required governmental approvals. Approval of this application by the Covenants Committee satisfies only the requirements of the HOA and not any obligations to any governing agencies as may be required. Accordingly, I am responsible for obtaining and / or conforming to all applicable requirements, approvals, permits and / or permissions from all regulating authorities.

4. ____I am aware that the presence of easements may limit the ability to implement improvements and / or may require special permissions as part of the permitting process. I am responsible to obtain permission from all easement holders as may be required.

5. ____Prior to the start of construction and before any digging, I am responsible for contacting Virginia 811 (Dial 811 in Virginia or 1-800-552-7001, va811.com) to receive the necessary underground utility locations and clearances. Notifying Virginia 811 before you dig is the LAW. Note: You may also know them as Virginia Utility Protection Service (VUPS) or Miss Utility of Virginia.

6. ____that approval by the Covenants Committee shall in no way be construed as to pass judgment on the correctness of the location, structural design, suitability of water flow or drainage, location of utilities, or other qualities of the proposed change being reviewed.

7. ____that approval by the Covenants Committee shall in no way be construed as to pass judgment on whether the proposed change being reviewed complies with the applicable building and zoning codes of the county in which the property is located.

8. ____that approval of any particular plans and specifications or design shall not be construed as a waiver of the right of the Covenants Committee to disapprove such plans and specifications, or any elements or features thereof, in the event such plans are subsequently submitted for use in any other instance.

9. ____that there shall be no deviations from the plans, specifications, and location approved by the Covenants Committee without prior written consent of the Covenants Committee; any variation from the original Application must be resubmitted for approval. Additionally, after the approved work has been completed, I understand that I am solely responsible for correcting any conditions and/or immediately restoring the property to its original condition in the event the as-built construction deviates in any way from the original, approved plans. Further, I understand that if I fail to correct the condition after being notified by the HOA, the HOA may take all necessary enforcement action to correct the condition. Such enforcement shall include, but not be limited to, accessing my property in accordance with the provisions of the HOA's governing documents for the purpose of correcting the unapproved condition. In that event, I understand and acknowledge that I will be responsible for all costs associated with any such action.

10. ____that I authorize members of the Covenants Committee or managing agent to enter upon my Property to make one or more routine inspection(s).

11. ____that construction or alterations in accordance with the approved plans and specifications must be completed within 6 months of the approved date, otherwise the approval by the Covenants Committee shall be deemed conclusively to have lapsed and to have been withdrawn.

12. ____that all work associated with the project will be completed within the property lines. Access to the construction or installation site must be limited via only the Owner's property. The use of an adjoining homeowner's property is highly discouraged and is allowed only at the discretion of, and permission of, that homeowner.

13. ____that I am responsible for any damage and all cost to repair green space, roadways or community property that results from the proposed modification.

14. ____that I assume full responsibility for all landscaping, grading and/or drainage issues related to the proposed improvements.

15. ____that I am the owner of the subject lot and I am responsible for maintaining the proposed improvement in a state of good repair.

16. ____that no contractor signage is allowed on the lot or within the community.

17. ____that I and / or my Contractors and / or Agents are responsible for all traffic control and job site safety.

18. ____**that I have obtained all appropriate adjacent neighbor acknowledgments or have provided proof of attempt.**

19. ____that I have read and understand the applicable Design Guidelines for the submitted exterior modification(s).

Owner/Applicant Signature _____ Date _____

Co-Owner/Applicant Signature_____ Date _____

See the following page for a list of required documents that must submitted along with your Application.

Application Package Supporting Documentation: Checklist:

As detailed in Section 5: The Application Process, it is the Applicants (Owner) responsibility to provide a detailed Application to avoid a delay in the review process. An Application must include all materials necessary for the Committee to be able to understand and appropriately review an Application. The following checklist is provided to assist you in completing your application.

- House Location Survey (Plat) with proposed project drawn to scale to include dimensions
- Site, Layout, Landscape and / or Construction Plan (Site Plan)
- Grading Plan (Include any drainage information such as slope of project)
- Architecture
- Photographs (Existing conditions and finished project sample)
- Construction Documents
- Materials (If example picture is included, clearly mark choice(s) pertaining to project)
- Colors (If example picture is included, clearly mark choice(s) pertaining to project)
- Landscape Plan (Any measurements on the plan should also be included on the plat and must be drawn to scale)
- Contractor Estimate with plans (pricing may be redacted)
- Lighting
- Labeling (e.g. "existing conditions", "finished project example", "grading plan" etc.)
- Additional Information
    - Any additional information needed to give a clear understanding of the proposed modification(s) is also required.