

DULLES FARMS COMMUNITY ASSOCIATION

WHAT TO INCLUDE IN AN APPLICATION FOR EXTERIOR MODIFICATIONS

House Location Survey

A copy of your house location survey **MUST** be included for new construction and additions to a present structure on the lot. Please submit for decks, fences, patios, playhouses, sheds, landscaping, etc. The location of the proposed structure **MUST BE DRAWN ON THE HOUSE LOCATION SURVEY**. Drawings should be to scale.

Usually, owners are given the house location survey at settlement. If you do not have a copy of the survey, you may try to contact the surveyor, your settlement agent attorney or lenders to see if they have one available. If you cannot locate one, you may need to have your property resurveyed. Please see next page for more information.

Detailed Drawings

A full set of architectural drawings must be included for some changes such as decks, fences, patios, etc. Landscaping plans including size and type of plants as well as number to be planted must be included.

Dimensions

Provide all dimensions, including height, roof slope, etc. on new construction.

Description of Materials/Product

Provide a list of all materials to be used in the proposed construction. If landscaping, include the plant/tree specifications along with sample photo(s).

Description of Colors

Applications for colors which are not the original color of house and/or trim **MUST** be accompanied by actual color samples and not photos. Existing colors of house, trim and roof are also required.

Photographs

Photographs of existing conditions.

Drainage

Changes in grade or other conditions that will affect drainage **MUST** be indicated. Applications may be disapproved if adjoining properties are adversely affected by drainage changes.

Signatures of Property Owners

Obtain signatures of the property owners who will be most affected by the change. A minimum of **TWO** signatures are required with the application. Signatures do not reflect approval, just awareness of the proposed change. Neighboring owners should be shown the complete application to be submitted, including all plans and drawings, at the time signature is requested.

Multiple Projects

Please submit a separate application for each modification.

Attachments

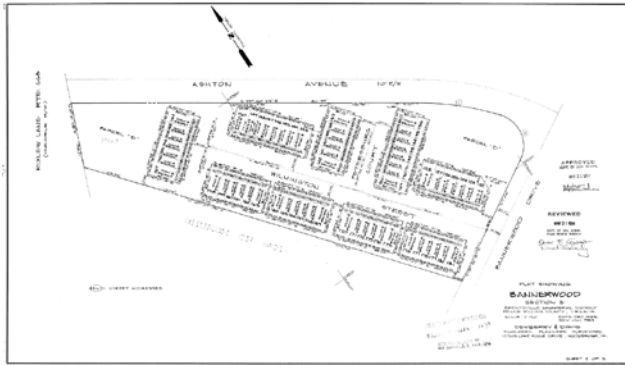
THE APPLICATION AND SUPPORTING DOCUMENTS WHICH ARE SUBMITTED ELECTRONICALLY MUST BE COMBINED IN ONE PDF DOCUMENT. EMBEDDED IMAGES WILL NOT BE ACCEPTED.

HOUSE LOCATION SURVEY vs. SUBDIVISION PLAT



A House Location Survey:

- Shows boundary of parcel / land
- Shows where house is on land
- Shows distance from property edges to house
- Can figure length of house



A Subdivision Plat:

- Shows every lot in the subdivision
- Does not show buildings or its dimensions

**County Offices and County Courthouse only keep
SUBDIVISION PLATS on file. They do not keep
HOUSE LOCATION SURVEYS.**

If you need a HOUSE LOCATION SURVEY try one of the following resources:

- Your settlement Lender
- The Surveyor used for settlement
- Check your settlement papers
- Lawyer involved in the settlement

APPLICATION FOR EXTERIOR MODIFICATION FOR:

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

HOMEOWNER/APPLICANT'S PRINTED NAME: _____

ADDRESS OF PROPOSED MODIFICATION: _____ LOT # _____

TELEPHONE: Home: _____ Cell: _____ Work: _____

EMAIL: _____

FIRST SUBMITTAL: Date: _____ RESUBMITTAL: Date: _____

INSTRUCTIONS TO HOMEOWNER/APPLICANT:

1. Consult the Unified Standards 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 not later than noon (12:00 PM) Thursday before the Covenant's meeting. Example: if the said meeting is scheduled for May 6th, only applications received by noon on April 29th will be processed; all other applications will be deferred to the next scheduled meeting.
3. Submit 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
(preferred method via the drop box located at the entrance of the clubhouse)
or electronically to dulfarm@ciramail.com

If submitting electronically, the application and supporting documents MUST be combined in one pdf document. Embedded images will not be accepted.

Describe proposed changes (attach additional sheets if needed):

Obtain signatures of adjoining property owners who will be most affected by the change: (Minimum of 2)

Print Name	Address	Lot#	I acknowledge that I have been Advised of the requested modification(s)

Estimated Start Date: _____

Estimated Completion Date: _____

(Allow 45 days from date of submittal for the Covenants Committee's review of the application prior to start date)

1. I agree that compliance with Dulles Farms Community Association Unified Standards and approval by the Covenants Committee does not constitute compliance with county building and zoning codes, and Covenants Committee approval shall not be construed as a waiver or modification of any code restriction.
2. I agree that no changes will be started until I receive a written approval of the Covenants Committee, and that if changes are made, I will be required to return the property to its former condition at my own expense.
3. I agree that members of the Covenants Committee shall be permitted to enter upon my property if requested to inspect the proposed change, the project in progress, and the completed project.
4. I agree that the authority granted to make the proposed changes will be revoked automatically if the changes requested have not commenced within six (6) months of the approval date. Construction shall be substantially complete within eighteen (18) months after the date of approval.

HOMEOWNER'S SIGNATURE: _____

DATE: _____