

Great Falls Woods Homeowners Association

APPLICATION FOR EXTERIOR MODIFICATION

To: **Great Falls Woods Homeowners Association**
Architectural Review Board
c/o Alliance Community Management
P.O. Box 1179
Leesburg, VA 20177-1179

Name of Applicant (Property Owner): _____

Street Address: _____ Lot Number: _____

Telephone: (H) _____ (W) _____

Email Address: _____

ESTIMATED START DATE: _____ ESTIMATED COMPLETION DATE: _____

APPLICATION FOR: _____

(Include brief description such as deck, fence, patio, landscaping, etc.)

The purpose of design controls is to assure residents that the standards of design quality will be maintained. This ensures protection of property values and enhances the overall environment of the community.

APPLICATION REQUIREMENTS:

You must submit this information as it applies to the proposed modification. Please check boxes to the left of each item to indicate that it is included with your application. Your application will be returned to you if you do not submit the required material.

- 1. **Plat / survey of your property / lot.** You must indicate the location of the proposed change(s) on the plat. Plats are not required for paint changes, storm doors/windows, or other similar modifications. Plat drawings may be obtained from Fairfax County if the homeowner does not have a copy.
- 2. **Manufacturer's brochure or a sketch** (overhead and side view), and/or photographs showing the design / style of the proposed change(s).
- 3. **Indicate the color / finish.** Include color samples if applicable.
- 4. **Architectural plans/drawings** (for major additions/improvements), indicating height off the ground, dimensions and relationship to house, as applicable.
- 5. **Grading plan**, if applicable.
- 6. **Detailed written description of proposed modification**, including all dimensions and materials to be used, name and contact information of contractor(s), etc. (if not provided, application will be returned pending additional information).

NEIGHBOR'S ACKNOWLEDGEMENT:

You are asked to obtain the signature of the two (2) property owners who will be most affected by the proposed change. Signature by your neighbors indicates an awareness of your proposed change and **does not** constitute approval or disapproval on their part:

Name: _____

Name: _____

Address: _____

Address: _____

Signature: _____

Signature: _____

APPLICANT ACCEPTS FULL RESPONSIBILITY FOR THE FOLLOWING:

1. All landscaping, grading and/or drainage issues relating to the improvements
2. Obtaining all required Fairfax County and any other applicable approvals related to the improvements.
3. Complying with all applicable Fairfax County and any other applicable rules, regulations and ordinances.
4. Any damage to adjoining property (including common areas) or injury to third persons associated with the improvement.
5. Applicant hereby acknowledges that he/she has read Sections 23 and 24 of the Declaration of Covenants, Conditions and Restrictions of Great Falls Woods Homeowners Association, and hereby agrees that all work performed will be in compliance with Sections 23 and 24 of the Declaration of the Great Falls Woods Homeowners Association. Sections 23 and 24 of the Declaration are attached herewith.

APPLICANT FURTHER AGREES TO THE FOLLOWING:

1. I agree that compliance with Sections 23 and 24 of the Declaration of the Great Falls Woods Homeowners Association and approval by the Architectural Review Board (ARB) does not constitute compliance with Fairfax County building and zoning codes, and ARB approval shall NOT be construed as a waiver or modification of any state, county or other jurisdictional code or restriction.
2. I agree that **no changes will be started until written approval of the ARB has been received by me.**
3. I agree that members of the ARB shall be permitted to enter upon my property after prior notification to me, and at reasonable times, for the purpose of inspecting the proposed change, the project in progress, and the completed project. Such entry shall not constitute a trespass.

Signature of Applicant (Property Owner)

Date

The ARB evaluates all submissions on the individual merits of each application. There are no "automatic" approvals, unless provided for specifically in the Guidelines. The characteristics of the house type and the individual site are taken into account when evaluating the particular design proposal. This is because what may be acceptable in one instance may not be in another. When a proposed modification has a possible impact on adjacent properties, it is suggested that the applicant discuss the proposal with neighbors prior to making an application to the ARB. It may be appropriate in some cases to submit the comments of your neighbors with the ARB application.

ARCHITECTURAL IMPROVEMENT REQUEST FORM

Application Received (date) _____

APPROVED AS SUBMITTED

APPROVED SUBJECT TO: _____

SUSPENDED PENDING SUBMISSION OF: _____

DISAPPROVED DUE TO: _____

Signature – Architectural Review Board Member

Date

Signature – Board Member

Date

GREAT FALLS WOODS HOMEOWNERS ASSOCIATION EXTERIOR MODIFICATION APPLICATION CHECKLIST

IMPORTANT – Please Read Carefully

Before any Owner undertakes an improvement project on his/her Lot, or makes any alteration to his/her Lot, the Owner must file an application with the Association. The application form and checklist provides information that is necessary for the Architectural Review Board (ARB) to use in determining the scope and detail of the proposal.

Required Information: Below is a list of documentation that you will need to submit with your architectural application. The ARB may require addition information as they review the application on a case-by-case basis. Applications that do not have the required information will be returned for completion. You must also refer to Sections 23 and 24 of the Declaration of the Great Falls Woods Homeowners Association for complete application requirements.

ALL APPLICATIONS MUST HAVE THE FOLLOWING:

- ◆ Site plan (copy of property plat) showing the location(s) of the proposed change(s), including dimensions and distances from adjacent property and houses.
- ◆ Drawings and photographs
- ◆ Copy of the application and all documentation required for the proposed modification

COLOR CHANGE Any change in color to any portion of the home must be approved by the ARB) Routine maintenance and repainting with the same/original color does not require ARB approval.

_____ Paint or stain brand, number and color swatch

_____ Specification of areas to be painted (drawing of house indicating area(s) and color would be helpful)

DECK, PORCH, STOOPS, & LANDINGS

_____ Scaled drawing, showing plan (overhead & side view), elevations & dimensions including length, width, & height

_____ Description of grading and drainage changes and the resulting impact on neighbors

_____ Detailed sketch(es) of railing design(s), privacy screens, stair detail, & built-in benches, if any

_____ Materials

_____ Color / finish

FENCE

_____ Type of wood

_____ Color, style and height of fence

_____ Type and color of the finish

GARDEN, PLANTERS, FLOWER BOXES, LAWN ORNAMENTS, ETC.

_____ Sketch or detailed description

_____ Dimensions (length, width, & height)

_____ Materials

_____ Color / finish

HOT TUB / SPA

_____ Photograph or brochure showing design / style

_____ Dimensions (length, width, & height)

_____ Materials

LANDSCAPING

_____ Drawing of Landscape plan with plants and other materials indicated

LIGHTING AND ELECTRONIC INSECT TRAPS (ground lights, light posts, insect traps, etc.)

_____ Photograph or brochure showing insect trap and/or lighting, including all dimensions and height above ground

_____ Wattage of lights

_____ Height of fixtures

PATIO, WALKWAY, SIDEWALK, & DRIVEWAY

- _____ Scaled drawing, showing plan (overhead view) and dimensions including length and width
- _____ Sketch, photograph, or brochure, showing design layout
- _____ Description of grading and drainage changes and the resulting impact on neighbors
- _____ Materials
- _____ Color / finish

RECREATIONAL EQUIPMENT (Playsets, etc.)

- _____ Sketch, photograph, or brochure showing proposed structure (style/design)
- _____ Dimensions including length, width, height, & depth (if applicable)
- _____ Materials
- _____ Color / finish

STORM DOOR or OTHER DOOR TYPES

- _____ Sketch, photograph, or brochure showing design / style
- _____ Dimensions (length, width, and height)

WINDOWS

- _____ Elevation view of window on house with location, width and height dimensions
- _____ Sketch, photograph or brochure showing design / style
- _____ Color / finish

This checklist is for your use. You do not need to return the checklist with your application.

ARB Review Criteria

1. Validity of the Concept. The basic idea must be sound and appropriate to its surroundings.
2. Design Compatibility. The proposed modification must be compatible with the architectural characteristics of the applicant's house, the adjoining houses and the neighborhood setting. Compatibility is defined as similarity in architectural style, quality of workmanship, similar use of materials, color and construction details.
3. Location and Impact on Neighbors. The proposed modification should relate favorably to the landscape, the existing structure and the neighborhood. The primary concerns are access, view, sunlight, ventilation and drainage. For example, fences may obstruct views, breezes or access to neighboring property; decks or larger additions may cast unwanted shadows on a adjacent patio or property or infringe on a neighbor's privacy.
4. Scale. The size of the proposed modification should relate favorably to adjacent structures and its surroundings. Color. Color may be used to soften or intensify visual impact. Parts of the addition that are similar to the existing house such as roofs, siding and trim should be matching in color.
5. Materials. Continuity is established by use of the same or compatible materials as were used in the original house. The options may be limited somewhat by the design and materials of the original house. For instance, horizontal siding on the original house should be reflected in an addition. On the other hand, an addition with siding may be compatible with brick
6. Workmanship. Workmanship is another standard which is applied to all exterior modifications. The quality of work should be equal to or better than that of the community. Poor practices, besides causing the owner problems, can be visually objectionable to others. Poor workmanship can also create safety hazards.
7. Timing. Projects are to be completed as promptly as possible. .

Completeness of Application. If the information presented is sufficiently incomplete a written response will be forwarded explaining what needs to be included in order for a review to be performed. Once all details and data are received, the ultimate decision of the ARB will be sent by letter to the applicant's address.

Appeal of an ARB Decision

An appeal may be made if it appears that one of the following situations has occurred:

1. Proper procedures were not followed during the administration and review process.
2. The decision was arbitrary and had no rational basis.

To initiate the appeals procedure, applicants or other affected residents must submit a written request for an appeal within twenty (20) days of the applicant receiving the ARB decision. The appeal will be referred to the Board of Directors for review at the next regularly scheduled meeting of the Board.