

## Application for Exterior Alteration

Date of Application: \_\_\_\_\_

Homeowner's Name: \_\_\_\_\_

Address of proposed alterations: \_\_\_\_\_

Lot Number: \_\_\_\_\_

Telephone Number: (H) \_\_\_\_\_ (W) \_\_\_\_\_

Email Address \_\_\_\_\_

Proposed Exterior Alteration: \_\_\_\_\_

Proposed beginning date of exterior alteration: \_\_\_\_\_

Amount of time expected to complete the project: \_\_\_\_\_

Describe the proposed changes. **In order for your application to be processed it must include all of the required information, photos, specs, drawings etc. For more information on what is required, see the ARC Submittal Requirement Matrix on page 2 of this document and/or section 1(c) of the ARC Guidelines.**

---

---

---

---

- Please refer to ARC Guidelines when considering any exterior change. Feel free to seek direction from members of the ARC and/or the Property Manager when planning your project and completing this application.
- **The application must include a color photo of the current item (ex: Current color of shutters) or proposed area to be changed (ex: Current back yard area where a shed will be installed)**
- If replacing aluminum siding with vinyl, an application is required even if the color remains the same.
- Be sure to include the size and style/profile of your siding. Example: Dutch Lap 4”.
- Unless requested by the ARC, proof of county permit is not required but helpful if submitted.
- Website links must direct the ARC to the exact page where the product can be viewed.
- Approval from the homeowner's association does not waive or modify any state of Virginia or Fairfax County building codes or like restrictions. When appropriate, a building permit from Fairfax County should be secured.
- Approval of this application may be automatically revoked if approved changes do not commence within 90 calendar days of the approval date. In addition, approval of this application may be automatically revoked if approved changes are not completed within 90 days of the commencement date.

The ARC will acknowledge, review and respond to all applications promptly. The approval process may take longer than thirty (30) days if the application does not furnish the required information in the initial application or respond promptly to ARC requests for further information. Once all the required documentation has been received by the ARC, the thirty (30) day time period begins.

**Check the box and sign below**

I have read the above requirements and I understand that no work shall be commenced until I have received written approval from the ARC.

\_\_\_\_\_  
Signature of Homeowner

\_\_\_\_\_  
Date

**When the project can be seen by neighboring properties, the ARC requires the owner to submit the application the adjoining neighbor’s signatures. Neighbor’s signatures are not for the purpose of providing permission for the project but rather to acknowledge that they’ve been made aware of the project.**

\_\_\_\_\_  
Signature of Neighbor

\_\_\_\_\_  
Address

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Neighbor

\_\_\_\_\_  
Address

\_\_\_\_\_  
Date

ARC – Submittal Requirements Matrix				
ITEM	Scaled plat indicating location of project and entire lot	Description of material, size, style and color, include Photo Brochure, website link; impact on adjacent properties	Scaled Exterior Elevation/Drawing; Photo/Collage, showing finished project in relation to the house/neighbor (whichever applicable)	Scaled plan with Measurements/Sizes
Fence	X	X	X	
Screened Porch	X	X	X	X
Patios /Deck (Over 6"above ground)	X	X	X	X
Additions, Sunrooms, 4 Season Rooms, Porticos	X	X	X	X
Sheds	X	X	X	X
Siding/Roofing		X	X	
Painting		X	X	
Driveways	X	X		X
Solar Panels	X	X	X	X
Swimming Pools	X	X		X
Attic Ventilators		X		
Hot Tubs/Spas	X	X	X	X
Porticos/Covered Porches	X	X	X	X
Exterior Lighting	X	X		
Storm Doors		X		
Garage Doors		X	X	
Recreational and Play Equipment	X	X		
Flagpoles	X	X		
Replacement Windows		X		
Replacement Doors		X		