

APPENDIX

DESIGN REVIEW APPLICATION

**DESIGN REVIEW APPLICATION
ORANGE HUNT SQUARE HOMEOWNERS ASSOCIATION**

Please Mail or Deliver To:

Architectural Control Committee
Orange Hunt Square Homeowners Association
PO Box 2118
Springfield, Virginia 22152

1. NAME: _____
(Please Type or Print)

2. ADDRESS OF PROPOSED CHANGE: _____

3. SECTION/LOT NUMBER: _____

4. HOME TELEPHONE: _____ WORK TELEPHONE: _____

5. GENERAL DESCRIPTION OF PROPOSED CHANGE:

Provide a description of the proposed change, including the purpose or reason for the change, the type and color of materials to be used, location on the property, and any other pertinent information required to evaluate the proposed change.

6. REQUIRED EXHIBITS AND SUPPORTING DOCUMENTATION:

The supporting exhibits or supporting documentation listed below must accompany this design review application, as applicable for the proposed change. An application submitted without all required submissions will be considered incomplete. In such case, the Architectural Control Committee's thirty (30) day review period will not commence until all required submissions have been provided. In general, an applicant should provide all documents and exhibits required by Fairfax County.

A. Paint or Stain Colors - A sample and model number of the color(s) to be used must be provided, both for repainting or restaining existing improvements and for structural additions, together with a list of existing paint colors on the house or appurtenant structures which will remain unchanged.

- B. Finish Materials - A description and/or sample of all finish materials to be used for the exterior surface of proposed improvements must be provided.
- C. Site Plan - A site plan, drawn to scale, showing the location and dimensions of the proposed improvement, including orientation with respect to the property lines, unit, and adjacent dwelling units must be provided for decks, patios, walls, storage sheds, fences, major landscape changes which require approval, and structural additions to the home.
- D. Architectural Drawings and Landscape - Detailed architectural drawings or plans must be provided for decks, storage sheds, and structural additions to the home and major landscape improvements which would change the topography of the lot or landscape plan originally provided by the builder.
- E. Photographs - The inclusion of photographs is appropriate for exterior lighting fixtures, decorative objects and similar cosmetic additions to the unit or lot.
- F. Other Exhibits - Other exhibits may be required in order to permit adequate evaluation of the proposed change. Homeowners are advised to seek guidance from the Covenants Committee or Managing Agent prior to the submission of an application.

7. NOTIFICATION OF ADJACENT LOT OWNERS

A homeowner submitting a design review application is required to provide notice of the application to all lot owners (other than builders) whose lots immediately abut the applicant's lot or are separated from the applicant's lot by a street or common area and for whom the proposed improvement will be visible from the adjacent lots.

Proof of notice is required through the signing of the design review application by the adjacent lot owners.

8. ESTIMATED STARTING DATE OF CONSTRUCTION: _____
(After approval by the Covenants Committee)

9. ESTIMATED COMPLETION DATE: _____

NOTES:

A. Nothing contained herein shall be construed to represent that alterations to lots or buildings in accordance with these plans shall not violate any of the provisions of local Building and Zoning Codes to which the above property is subject. Further, nothing contained herein shall be construed as a waiver or modification of any said restrictions.

- B. Where required, building permits shall be obtained prior to the start of any construction. Nothing contained herein shall be construed as a waiver of said requirement.
 - C. Owner understands and agrees that no work on this request will commence until written approval has been obtained from the Covenants Committee.
 - D. Owner further understands and agrees that any exterior alterations undertaken before written approval is obtained is not permitted and that the Owner may be required to restore the property to its former condition at Owner's own expense if such alterations are made and subsequently disapproved in whole or part. Further, Owner understands that any legal expense associated therewith may be the responsibility of Owner.
 - E. Owner agrees to give the Architectural Control Committee and/or Managing Agent, express permission to enter on the Owner's property at a reasonable time to inspect the proposed project, the project in progress and the complete project.
 - F. Owner understands that any approval is contingent upon the completion of alterations in a workmanlike manner and in accordance with the approved plan and specifications for said alterations.
10. Owner acknowledges that he is familiar with the design review requirements and procedures for the Orange Hunt Square Homeowners Association.
11. Owner understands that the authority to perform an alteration granted by this application will automatically expire if work is not commenced within 180 days following approval and completed within 360 days, or other time frame authorized by the Architectural Control Committee.

OWNER'S SIGNATURE: _____ DATE: _____

SIGNATURES OF ADJACENT LOT OWNERS

We the undersigned, acknowledge that we have been informed that plans will be submitted to the Orange Hunt Square Homeowners Association Architectural Control Committee for a/an _____ located at _____ and that we have fifteen (15) days from the date of our signature to make known, in writing, any comments or concerns to the Architectural Control Committee. We further understand that our signature is not an approval or disapproval of the project but an acknowledgement that plans are being submitted and our right to offer our written comments to the Architectural Control Committee.

1. Name: _____
Please Print Signature

Section Lot Street Address

2. Name: _____
Please Print Signature

Section Lot Street Address

3. Name: _____
Please Print Signature

Section Lot Street Address

4. Name: _____
Please Print Signature

Section Lot Street Address

5. Name: _____
Please Print Signature

Section Lot Street Address