

ACC only: date received:

Approved/Disapproved:

Date of decision:

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

Name: \_\_\_\_\_ Date: \_\_\_\_\_

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

Home Phone: \_\_\_\_\_ Email Address: \_\_\_\_\_

Proposed Start Date: \_\_\_\_\_ Proposed Completion Date: \_\_\_\_\_

Owners Signature: \_\_\_\_\_

***By signing and submitting this application for review, you are certifying that you have read, understood and will abide by the "Important Information for Design Reviews" found on the last page of this application.***

**Note: Approval from the ACC is in addition to any approval or permits required by the County.**

Describe proposed change to include the rationale for the change, type and color of materials to be used, location on the property and any other pertinent information required to evaluate the proposed change. Include samples when possible.

Proposed Changes:

**Please mail to: Orange Hunt Square Homeowners Association, Attn: Architectural Committee  
PO Box 2118, Springfield, VA 22152**

## REQUIRED SIGNATURES OF ADJACENT LOT OWNERS

A homeowner submitting a Design Review Application is required to provide notice of the application to all lot owners whose lots immediately abut the applicants' lot **or** for whom the proposed improvement will be visible from the adjacent lots.

Adjacent lot owners acknowledge that:

- You have been informed that plans, identified above, will be submitted to the Architectural Control Committee for the following:
- You have the right to make known, in writing, any comments or concerns to the ACC.
- You have the right to comment in person at the next ACC meeting
- Your signature is not an approval or disapproval of the project but an acknowledgement that plans are being submitted and your right to offer comments to the ACC about the plan.

Printed Name: \_\_\_\_\_ Signature: \_\_\_\_\_

Lot Number/Address: \_\_\_\_\_

Printed Name: \_\_\_\_\_ Signature: \_\_\_\_\_

Lot Number/Address: \_\_\_\_\_

Printed Name: \_\_\_\_\_ Signature: \_\_\_\_\_

Lot Number/Address: \_\_\_\_\_

Printed Name: \_\_\_\_\_ Signature: \_\_\_\_\_

Lot Number/Address: \_\_\_\_\_

Printed Name: \_\_\_\_\_ Signature: \_\_\_\_\_

Lot Number/Address: \_\_\_\_\_

## IMPORTATION INFORMATION FOR DESIGN REVIEWS

**I) Required Exhibits and Supporting Documentation:** The supporting exhibits or documentation listed below must accompany this review application as applicable. An Application submitted without all required submissions will be considered incomplete and be disapproved. The ACC has 30 days from the date OHSHA receives your application in which to review and respond.

- **Paint or Stain Colors** — a sample and manufacturer and model number of the color(s) to be used must be provided, both for repainting or restaining existing improvements and for structural additions.
- **Finish Materials** — a description and/or sample of all finish materials to be used for the exterior surface of proposed improvements.
- **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 and structural additions.
- **Architectural Drawings and Landscape** — Detailed architectural drawings or plans must be provided for decks, storage sheds, and structural additions to the home and any major landscape improvements which would change the topography of the lot or landscape plan originally provided by builder
- **Photographs** — the inclusion of photographs is appropriate and encouraged for exterior lighting fixtures, decorative objects and similar cosmetic additions to the unit or lot
- **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 Committee or the OHSHA web site at [www.orangehuntssquarehomeowners.com](http://www.orangehuntssquarehomeowners.com)

### II) The homeowners acknowledge that he/she is aware and understands the following:

- Nothing contained herein shall be construed to represent that alteration 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.
- 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.
- Owner understands and agrees that no work on this request will commence until written approval has been obtained from the Architectural Committee.
- 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.
- Owner understands that any legal expense associated therewith may be the responsibility of Owner.
- Owner agrees to give the Architectural Control Committee and/or the 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.
- 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
- Owner acknowledges that he/she is familiar with the design review requirements and procedures for the Orange Hunt Square Homeowners Association.
- 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 with 360 days, or other time frame authorized by the Architectural Control Committee.
- The homeowner has the right to be present at the meeting of the ACC when the design change will be reviewed by the Architectural Committee and that it is the homeowner's responsibility to contact the Committee Chair to identify when this meeting will take place.