

VIRGINIA RUN ARCHITECTURAL REVIEW BOARD (ARB) APPLICATION FORM

To: Virginia Run – Architectural Review Board (ARB), 15355 Wetherburn Court, Centreville Virginia 20120

From: Name: _____ Address: _____

Home Phone: _____ Work Phone: _____

Cell Phone: _____ E-Mail: _____ Lot #: _____

Lot on Pipestem Y / N Lot Adjacent to Pipestem Y / N Date Accepted: _____

THIS APPLICATION MUST INCLUDE THE FOLLOWING:

1. Description of Project (s). List each project separately (reference instructions page 2). Continue on additional sheet (s) of paper if necessary.

2. A photograph of your house and/or yard and a drawing, or detailed plan to include specific location, all dimensions and elevations.

3. Attach a property plat showing the location and footprint of the exterior alteration.

4. If making color changes, please include a “Property Color Comparison Chart” and a sample color swatch.

5. Include all other information required by specific standards for this alternation.

6. Estimated Start Date _____ Estimated Completion Date _____

(Project must be completed within 6 months of approval date or it will be necessary to re-apply)

7. Neighbors’ acknowledgments. (See Below)

*****NEIGHBORING OWNERS ACKNOWLEDGMENTS*****

Please obtain the signatures, addresses, phone numbers, and lot numbers of all neighboring **owners** who are most affected by this proposed improvement because they are adjacent to or have a direct view of the change.

The signature below does not indicate approval or disapproval of the proposed improvement - it merely indicates awareness of the application. All affected neighboring owners are encouraged to bring any concerns or objection to the proposed alteration to the attention of the applicant and the ARB (through Management) immediately.

| Signature | Printed Name and Address | Phone Number | Lot Number |
|-----------|--------------------------|--------------|------------|
| | | | |
| | | | |
| | | | |
| | | | |

I have read the ARB Standard(s) provisions relevant to this application and agree to abide by them. I understand that approval of this application by the ARB is not final for 10 days after ARB action has been taken to allow for the appeal process. In addition to complying with the Architectural and Design Standards, the change must also be in compliance with the applicable Fairfax County Laws and Ordinances.

Signature of Applicant: _____ **Date:** _____

VIRGINIA RUN HOMEOWNERS ASSOCIATION
BASIC APPLICATION – EXTERIOR ALTERATION
INSTRUCTIONS FOR COMPLETING THE BASIC APPLICATION

“To and From” Information Include Lot # if known.

Item 1 Provide a complete explanation of the proposed change to the exterior of the homeowner’s residence. It is important to refer to the Standards and ensure all points are adequately covered to ensure acceptance by the ARB of the proposed change.

Item 2 A **picture** of the existing area to be changed is **required** for each project. Also, attach a sketch, construction drawing, or a detailed plan to allow the Board to review the entire project – remember that a picture is worth a thousand words.

Item 3 Attach a plat from when the home was purchased. At the sale of the home, each homeowner received a plat from the County that describes location, dimensions of the lot, relationship to street and adjacent homes. When additions to the home, decks, patio, etc are considered the plat provides the Board with a visual description of the exterior.

Item 4 When making color changes to the exterior of the residence, the “Property Color Comparison Chart” allows the Board to review your existing colors and proposed new colors as well as the existing colors used on adjacent residences. Providing this color information allows the Board to monitor color combinations and minimize the duplication of colors, color combinations and patterns.

Item 5 Include a description of all materials to be used including color/material samples when possible and any other information, which you as the homeowner think may be relevant.

Item 6 To the best of your knowledge, what are your estimated start and completion dates.

Item 7 Obtain the signatures of all neighbors who are most affected by this proposed improvement.

Acknowledgments All applications require signature(s) of affected neighboring owners before the application process can be completed. This includes neighboring owners behind you who will be affected by any back yard alterations.

Signature All applications are required to be signed by the applicant before the ARB is permitted to proceed with the approval process. A signature signifies the homeowner’s understanding of the Standards and the appeal process.