

DESIGN REVIEW APPLICATION
VINT HILL MANOR HOMEOWNERS ASSOCIATION

1. NAME: _____

2. PROPERTY ADDRESS: _____

3. PARCEL/LOT NO: _____

4. HOME TELEPHONE: _____ e-mail: _____

WORK TELEPHONE: _____ CELL TELEPHONE: _____

5. GENERAL DESCRIPTION OF PROPOSED CHANGE:

Provide a description of the proposed change, including the proposed reason for the change, the type and colors of materials to be used, location on the property, and any other pertinent information required to evaluate the proposed change including the name of any contractor being used and their county number. (Additional pages may be attached if needed.)

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 Committee's forty-five (45) 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 Fauquier County.

- i. Paint or Stain Colors - A sample and model number of the color(s) to be used must be provided, both for repainting or retaining existing improvements and for structural additions, together with a list of existing paint colors on the house or appurtenant structures which will remain unchanged.
- ii. Finish materials - A description and/or sample of all finish materials to be used for the exterior surface of proposed improvements must be provided.

- iii. Site Plan - A site plan, drawn to scale, showing the location and dimensions of the proposed improvement, including orientation with respect to property lines, unit, and adjacent dwellings units must be provided for decks, patios, storage sheds, fences, major landscape changes which require approval, and structural additions to the home.
- iv. Architectural Drawings and landscape - Detailed architectural drawings or plans must be approved 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.
- v. Photographs - The inclusion of photographs is appropriate for exterior lighting fixtures, landscaping, decorative objects and similar cosmetic additions to the unit or lot.
- vi. Other Exhibits - Other exhibits may be required to permit adequate evaluation of the proposed change. Homeowners are advised to seek guidance from the Architectural Review Committee 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 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)

9. ESTIMATED COMPLETION DATE: _____

10. Owner acknowledges that he is familiar with the design review requirements and procedures for the Vint Hill Manor Homeowners Association.

11. Owner understands that the authority to perform an alteration granted by this application will automatically expire if the work is not commenced within 180 days following approval and completed within 360 day, or other time frame authorized by the architectural Committee.

NOTES

1. Owner understands that it is his sole responsibility to insure that any exterior improvement project complies with all state and county building codes; that approval of this application by the Architectural Committee in no way deals with, guarantees, or warrants that the improvements comply with such building codes, governmental regulations, or sound engineering practices; and that the Architectural Committee expressly disclaims any responsibility to bring, update or otherwise keep its Design Standards current and in conformity with pertinent building codes, regulations, or practices.
2. Before any application is considered by the Architectural Committee, the owner must submit in writing to the Committee a statement that the proposed project is consistent with state and county building codes as evidenced by his confirmation with a certified engineer or the County Building Inspections Office and that he has or will obtain all necessary permits and approvals related to the proposed project prior to commencement of work.
3. Owner understands and agrees that no work on this request will commence until written approval has been obtained from the Architectural Committee.
4. Owner further understands and agrees that any exterior alterations undertaken before written approval has been obtained is not permitted and that the owner may be required to restore property to its former condition at Owners expense if such alterations are made and subsequently disapproved in whole or in part. Further, Owner understands that any legal expense associated therewith may be the responsibility of the Owner.
5. Owner agrees to give the Architectural Committee and or Managing Agent, express permission to enter onto the Owners property at a reasonable time to inspect the proposed project, the project in progress and the complete project.
6. Owner understands that the approval is contingent upon the completion of alterations in a workmanlike manner and in accordance with the approved scope and specifications for said alterations.

Please Mail or Deliver to:

Vint Hill Manor Homeowners' Association
Architectural Review Committee Chairman
(Address and phone number can be found in the current edition of the "*Manor Monitor*" newsletter.)

OWNER: _____ DATE: _____

OWNER: _____ DATE: _____

ADJACENT LOT OWNERS
signature does not construe approval

1.	NAME	
	Please Print	Signature
	Section	Street Address
	Lot	
2.	NAME	
	Please Print	Signature
	Section	Street Address
	Lot	
3.	NAME	
	Please Print	Signature
	Section	Street Address
	Lot	
4.	NAME	
	Please Print	Signature
	Section	Street Address
	Lot	
5.	NAME	
	Please Print	Signature
	Section	Street Address
	Lot	
6.	NAME	
	Please Print	Signature
	Section	Street Address
	Lot	