

# ESTATES AT FAIRFAX

## ARCHITECTURAL REVIEW BOARD (ARB) APPLICATION

### Applicant:

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

Address: \_\_\_\_\_

home phone: \_\_\_\_\_

Email: \_\_\_\_\_ cell phone: \_\_\_\_\_

### Certification:

I certify that I am the owner of the subject lot, and that the information contained in this application and all associated material submitted by me is correct to the best of my knowledge and that any misrepresentation is a violation of the approval and/or grounds for voiding the application as determined by the Association.

The proposed alteration submitted for approval does not violate any Fairfax County codes and that I am required to comply with all Fairfax County construction and/or renovation requirements.

I will notify "Miss Utility" and any other pertinent authorities regarding underground cables & utility lines.

I understand that no construction or exterior alteration undertaken by me or on my behalf before approval of this application is allowed. If alterations are made, I may be required to return the property to its former condition at my own expense if this application is disapproved wholly or in part, and that I may be required to pay all legal expenses incurred.

I assume all liability and will be responsible for all damage to other lots/or common area or injury which may result from performance of this work.

I understand the authority granted by this application will be revoked automatically if the project has not been completed within the 180 days of the approval date of this application or as specified by the ARB.

I understand that when an alteration is permitted to be located in an easement area, it is with the understanding that removal may be required in order to perform maintenance in the easement area, and the Estates at Fairfax will not replace such alteration changes.

I certify that nothing (e.g., equipment, deck, fence, addition, planting, tree, landscaping or other improvement) is/will be installed beyond my property line nor encroaches onto open space and that no part of this requested exterior alteration will encroach onto the open space.

I understand that if any alteration on my property creates an adverse drainage impact to the lot and /or any adjacent property, I may be required to modify my property, at my own expense, to correct the drainage impact.

I will be responsible for the conduct of all persons, agents, contractors, subcontractors and employees who are connected with this work.

I understand that approval is contingent upon construction or alterations being made in a professional manner.

All work will be performed at a time and in a manner to minimize interference and inconvenience to other residents.

I understand that members of the Estates at Fairfax Volunteer ARB Members & HOA Board Members are permitted to enter upon my property at any reasonable time for the purpose of inspecting the proposed project, the project in process, and the completed project, and that such does not constitute a trespass.

signature: \_\_\_\_\_ date: \_\_\_\_\_

### Architectural Review Board (ARB) Use Only:

APPROVED BY ARB AS SUBMITTED WITH NO ADDITIONAL CONDITIONS

APPROVED SUBJECT TO FOLLOWING CONDITIONS:

\_\_\_\_\_  
\_\_\_\_\_

DENIED WITH COMMENTS BELOW:

\_\_\_\_\_  
\_\_\_\_\_

ARB Signature: \_\_\_\_\_

ARB Signature: \_\_\_\_\_

ARB Signature: \_\_\_\_\_

<b>Applicant Name:</b>	<b>Address:</b>
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**ACKNOWLEDGMENT OF TWO PROPERTY OWNERS (MOST AFFECTED) WHO ARE ADJACENT TO THE PROPERTY AND/OR HAVE A VIEW OF THE PROPOSED CHANGE(S).**

Name: _____	Name: _____
Address: _____	Address: _____
_____	_____
Signature: _____	Signature: _____
Date: _____	Date: _____

**Your signature (above) indicates ONLY an awareness of the proposed change and does not mean you give your approval or disapproval. If you have any concerns about this application, contact the Estates At Fairfax Architectural Review Board. [HOABoard@estatesatfairfax.com](mailto:HOABoard@estatesatfairfax.com).**

**ESTATES AT FAIRFAX ARCHITECTURAL APPLICATION INSTRUCTIONS**

**WHAT TO INCLUDED IN AN APPLICATION FOR EXTERIOR MODIFICATIONS**

- 1 **A House Location Survey (Certified Plat)**. A copy of your plat **MUST** be included for new construction and additions to be a present structure on the lot. Please submit plat for decks, fences, patios, play houses, sheds, landscaping, etc. The location of the proposed structure **MUST** be drawn/ outlined on the plat. Plats are not required for paint changes, storm doors/windows or other such modifications.
- 2 **Dimensions**. Provide all dimensions, including height, roof slope, etc. on new construction.
- 3 **Detailed Drawings**. A full set of architectural drawings must be included for some changes such as decks, fences, patios, etc. Landscaping plans including size and type of plants as well as number to be planted **MUST** be included.
- 4 **Description of Materials**. Provide a list of **ALL** materials to be used in the proposed construction.
- 5 **Description of Colors**. Applications for colors, which are not the original color of the house and/or trim **MUST** be accompanied by actual color samples and not photos.
- 6 **Photographs**. Photographs of existing conditions are helpful to the Architectural Committee. Please be sure to include a brochure or a picture for new window modifications, & etc.
- 7 **Samples**. Provide a small sample of siding and/or shingle when changing the siding or the roof from its original color.
- 8 **Drainage**. Changes in grade or other conditions that will affect drainage **MUST** be indicated. Applications may be disapproved if adjoining properties are adversely affected by drainage changes.
- 9 **Signatures of Property Owners**. Obtain signatures of all property owners who will be most affected by the change. A minimum of **TWO** signatures **IS** required with the application.

- a. For **decks and fences** include numbers 1 – 6 and 8 - 9 (# 6 is optional).
- b. For **landscaping** include numbers 1 – 3, 6 and 8 - 9.
- c. For **sheds** include numbers 1 - 4, 6 and 8 - 9 (# 6 is optional).
- d. For **storm, screen, & front doors** include numbers 2, 5 – 6 and 9.
- e. For **lattices** include numbers 2 – 4, 6 and 9.
- f. For **recreation and play equipment** include numbers 1 – 6 and 9.
- g. For **patios** include numbers 1- 4, 6 and 9.
- h. For **siding** include numbers 5, 7 and 9.
- i. For **shingles (on roof)** include numbers 5, 7 and 9.
- j. For **windows** include numbers 5, 6 and 9.
- k. For **satellite dishes** include numbers 1, 5, 6, and 9.
- l. For **pools** include numbers 1-4, 6, and 8 & 9.
- m. For **driveways** include numbers 1-4, 6 and 8 & 9.
- n. For **attic vents/fans** include numbers 2, 3, 5, 6 & 9 (# 6 is optional).
- o. For **home additions** include numbers 2-6, 8 & 9 (#6 is optional).
- p. For **color changes** include numbers 5 & 9.

**\*\* PLEASE BE SURE TO  
SUBMIT ALL ITEMS LISTED  
NECESSARY FOR THE  
APPROVAL OF YOUR  
EXTERIOR MODIFICATION,  
OR YOUR APPLICATION WILL  
BE RETURNED AS  
INCOMPLETE! \*\***