

# Newgate Homeowners Association

## Design Review Application

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**Please note:** In order for your application to be processed, you must provide a picture of your home and the proposed change(s), and complete in full for approval.

**Please Mail or Deliver To:** Architectural Control Committee  
C/o Sequoia Management Company, Inc.  
13998 Parkeast Circle  
Chantilly, VA 20151-2283  
**Attention: Andrew Macleod**  
**Community Management Assistant**

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1. Name: \_\_\_\_\_  
(Please Type or Print)

2. Address of Proposed Change: \_\_\_\_\_

Mailing Address of Applicant: \_\_\_\_\_

3. Parcel/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 of property, and any other pertinent information required to evaluate the proposed change(s).

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6. Required Exhibits and Supporting Documentation:

The supporting exhibits or documentation listed below must accompany this design review application for the proposed change(s). An application submitted without all required information will be considered incomplete. In such case, the Architectural Control Committee's sixty (60) day review period will not commence until all required information has been received. Applicants 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 that 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 (Recorded Plat)** – 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, recreation equipment, major landscape changes that require approval, and structural additions to the home.

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- 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 that 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 Architectural Control Committee or Managing Agent before submitting an application.

7. Notification of Adjacent Lot Owners

A homeowners 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.

**Signatures and Address(es) of adjoining lot owners:**

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8. Estimated Starting Date of Construction (After Approval by the Architectural Control Committee):

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9. Estimated Completion Date:

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10. Owner acknowledges that he/she is familiar with the design review requirements and procedures for the Newgate 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 one-hundred eighty (180) days following approval and work completed within three-hundred sixty (360) days of approval of other time frame authorized by the Architectural Control Committee.

**Owner's Signature and Date:**

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- Approved \_\_\_\_\_
- Disapproved \_\_\_\_\_
- Additional Information needed to process application: \_\_\_\_\_  
\_\_\_\_\_
- Comments or restrictions: \_\_\_\_\_  
\_\_\_\_\_

Approval for any project by the Association does not in any way imply waiver or approval of Fairfax County requirements. Newgate residents must comply with all Fairfax County Requirements. **Thank you for helping to keep our community beautiful!**

### ACC REVIEWER SIGNATURES

Date \_\_\_\_\_

Date \_\_\_\_\_

Date \_\_\_\_\_

### Notes

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1. 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 existing provisions of local building and zoning codes. Further, nothing contained herein shall be construed as a waiver or modification of any restrictions.
2. When required, building permits shall be obtained prior to start of any construction. Nothing contained herein shall be construed as a waiver or permit requirements.
3. Owner understands and agrees that no work on this request will commence until written approval has been obtained from the Architectural Control Committee.
4. Owner further understands and agrees that any exterior alterations undertaken before written approval is obtained are not permitted and that the owner may be required to restore the property to its former condition at the owner's expense if such alterations are made and subsequently disapproved in whole or in part. Further, owner understands that any legal expense associated therewith will be the responsibility of the owner.
5. 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 in progress, and the completed project.
6. Owner understand that any approval is contingent upon the completion of alterations in a workmanlike manner and in accordance with the approved plan and specifications for alterations.