

# NORTH HART RUN

Homeowners Association

Request for  
Structural/Landscaping  
Change or Addition

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**Please Note:** Application acceptance must be submitted in person and a receipt signature obtained or by certified mail, return receipt requested. In order for your application to be processed, you must provide a picture of your home and the proposed change(s), and completed in full (in triplicate) for approval.

**Please Mail or Deliver To:** North Hart Run HOA  
c/o Sequoia Management Company, Inc.  
13998 Parkeast Circle  
Chantilly, VA 20151  
ATTN: Lorri Lane

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1. **Name:** \_\_\_\_\_

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

**Mailing Address (if different):** \_\_\_\_\_

3. **Parcel/Lot Number:** \_\_\_\_\_

4. **Home Phone:** \_\_\_\_\_ **Work Phone:** \_\_\_\_\_

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 the 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 changes(s). An application submitted without all required information will be considered incomplete. In such case, the Architectural Review Committee's forty-five (45) day review period will not commence until all required information has been provided. 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, fences, recreation equipment (i.e. swing sets) major landscape changes, and structural additions to the home.
- d. **Architectural Drawings and Landscape** – Detailed architectural drawings or plans must be provided for decks, fences, 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 Review Committee or Managing Agent before submitting an application.

**7. Notification of Adjacent Lot Owners**

Homeowners submitting a design review application for exterior changes are requested to provide notice of the application to all lot owners whose homes immediately abut the applicant's lot or are separated from the applicants lot by a street, fence or common area and for whom the proposed improvement will be visible from the adjacent lots.

Proof of notice is evident through the signing of the design review application by the adjacent homeowners. See Section 5.5 of our Homeowners Association Documents in your disclosure packet to understand the rights of the other homeowners.

**Signatures and Address(es) of Adjoining Lot Owners:**

_____	_____
Name	Address
_____	_____
Name	Address
_____	_____
Name	Address

**8. Estimated Starting Date of Construction (after approval by the Architectural Review Committee):** \_\_\_\_\_

**9. Estimated Completion Date:** \_\_\_\_\_

- 10. Owner acknowledges that he/she is familiar with the design review requirements and procedures for the North Hart Run/Westbrooke 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 ninety-(90) days following approval and work completed within one-hundred twenty-(120) days of approval or other time frame authorized by the Architectural Review Committee.

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

\_\_\_\_\_  
Date

**NORTH HART RUN/WESTBROOKE HOMEOWNERS  
ASSOCIATION**  
Design Review Application

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- Approved** \_\_\_\_\_
  - Disapproved** \_\_\_\_\_
  - Additional information needed to process application:** \_\_\_\_\_
  - Comments or Restrictions:** \_\_\_\_\_
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**ARC Vote Tabulation**      \_\_\_\_\_ **Yes**                      \_\_\_\_\_ **No**                      **ARC File #** \_\_\_\_\_

Approval for any project by the Association does not in any way imply waiver or approval of Fairfax County requirements. Proper County permits and requirements must be complied with. **THANK YOU FOR HELPING TO KEEP OUR COMMUNITY BEAUTIFUL!**

**ACC REVIEWER SIGNATURES**

**Date** \_\_\_\_\_

**Date** \_\_\_\_\_

**Date** \_\_\_\_\_

**NOTES**

1. Nothing contained herein shall be constructed 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 the start of any construction. Nothing contained herein shall be construed as a waiver of permit requirements.
3. Owner understands and agrees that no work on this request will commence until written approval has been obtained from the Architectural Review 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 Review Committee and/or Managing Agent, express permission to enter in the owner's property at a reasonable time to inspect the proposed project in progress, and the completed project.
6. Owner understands that any approval is contingent upon the completion of alterations in a workmanlike manner and in accordance with the approval plan and specifications for alterations.