

**APPLICATION FOR DESIGN REVIEW
(LONG FORM)**

FOR OFFICE USE ONLY		
RECEIVED BY: _____	DATE: _____	
COMMITTEE: _____	ACC _____	LANDSCAPE _____

IMPORTANT! Your application must include all items below to be processed. Please provide the following:

Proposed Change: _____	Home Phone: _____
_____	Office Phone: _____
Name: _____	Are you the Owner: _____
Address: _____	Existing Alteration: _____
City: _____	Proposed Start Date: _____
State: _____	Proposed Completion Date: _____

Instructions for APPLICATION FOR DESIGN REVIEW

1. Consult the Architectural Control Guidelines for specific details required for changes.
2. Describe the proposed change(s). Please provide details (sketches, scale drawings, photos, catalog illustrations, architectural plans, etc.) on the front, if necessary attach separate sheets. Provide a simple drawing or picture with measurements in feet and inches. Please show the dimensions of the proposed changes and dimensions of your lot. If the changes involve Singleton's Grove common ground, please provide a drawing showing the location of the affected common ground and its dimensions.
3. List materials to be used, including the species and sizes of any plants.
4. For a change in paint color, attach a sample of the color.
5. For exterior changes to your property, a copy of the plat given to you by your builder must be provided, except for paint changes, storm doors/windows or exhaust fans. (Plats can also be obtained from the Fairfax County Office of Building & Development).

**PLEASE CONSULT ARCHITECTURAL CONTROL REVIEW GUIDELINES.
PLACE DRAWING HERE OR ATTACH SEPARATE SHEETS AS NECESSARY.**

1. I understand that compliance with Singleton's Grove Architectural Guidelines and approval by the Architectural Control Committee (ACC) do not necessarily constitute compliance with the provisions or building and zoning codes of Fairfax County. Furthermore, nothing herein contained shall be construed as a waiver or modification of any said restrictions.
2. I understand and agree that no construction or exterior alteration shall commence until written approval of the Architectural Control Committee has been received by me, and that 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.
3. I understand that members of the Architectural Control Committee or management may need to inspect my property at any reasonable time for the purpose of inspecting the proposed project, the project in progress and the completed project.
4. I understand that any approval is contingent upon construction of alterations being completed in a workmanlike manner and only as requested and approved by the ACC.
5. I understand that the alteration authority granted by this application will be revoked automatically if the alteration requested has not commenced within 365 days of the approval date of this application.

OWNER'S SIGNATURE: _____

DATE: _____

**PLEASE TURN IN COMPLETED FORMS to the Property Manager at:
Sequoia Management Company, Inc., 13998 Parkeast Circle, Chantilly, VA 20151.**

PLEASE DO NOT WRITE BELOW THIS LINE

- Approved as submitted
 - Approved contingent upon _____
 - Disapproved
 - Reason for Disapproval _____
 - Action required: _____
- _____
- _____