

VIRGINIA OAKS ASSOCIATION, INC. DESIGN REVIEW COMMITTEE (DRC)
EXTERIOR ALTERATION APPLICATION

Name: _____ Section: _____ Lot: _____

Address: _____ Phone: _____

Start/Completion Dates: _____ (W): _____

Application For: _____

Please provide a complete, detailed description of this alteration. Please attach to this application a drawing(s), which clearly show the location of the alteration on a copy of the site plan (plat) of the property. Refer to the Guidelines for additional information that may be required. The following space is provided for any additional details/comments.

Four signatures of adjacent property owners are required. If the adjacent lots are unoccupied, the owner of the unoccupied property must sign in the space provided below. If your property is not adjacent to at least four others, this must be indicated on the application. In this case, the missing signature(s) may be obtained from nearby property owners who have a view of the change. **A signature only indicates awareness, not approval or disapproval of the proposed change.** Note: If the homeowner whose signature appears below has an objection and disagrees with this alteration, he/she is encouraged to follow the procedure outlined in the VA Oaks Architectural Design Guidelines in section 1, under "Review Procedures". This objection must be communicated to the DRC prior to the DRC's review of this application.

	Printed Name	Address	Lot #	Signature
1.				
2.				
3.				
4.				

I understand that I am responsible to obtain a Prince William County building permit for certain projects such as decks, room additions, fences, etc., and that I will obtain the appropriate permit.

I understand that compliance with the Virginia Oaks Design Guidelines and approvals by the Design Review Committee (DRC) do not necessarily constitute compliance with the provisions or building and zoning codes of Prince William County. (The building ordinance of Prince William County Building Department requires that you file plans with the building inspector at his office in the Prince William Building located at I County Complex Court, Davis Ford Road (792-6924) for construction requiring a building permit). Further, nothing herein contained shall be construed as a waiver or modification of any county restriction.

I understand and agree that no construction or exterior alteration shall commence until written approval of the Design Review 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.

I understand that members of the DRC are permitted to enter upon my property at any reasonable time for the purpose of inspecting the proposed project, the project in progress, and the completed project, and that such entry does not constitute trespass.

I understand that the alteration authority granted by the Design Review Committee will be revoked automatically if the alteration project has not been completed in six months or by the dates specified by the Prince William County Building permit. If a County permit extension is requested and granted, the DRC must be notified of this and a DRC extension is automatic.

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√ I understand that the Design Review Committee decision is required on all applications within 45 working days of receipt by the Design Review Committee of a complete application.

√ I understand that the alteration authority granted by this application will be revoked automatically if the alteration requested has not commenced within 180 days of the approval date of this application and has not been completed by the date specifically approved on this application.

IMPORTANT: If this application is for a fence or deck, you must check one of the next two boxes:

For deck application: I understand that the deck may be allowed to weather naturally. However, this does not preclude the use of a clear or semi-transparent wood tone preservative. Deck railings and face boards may be stained/painted to match the trim color of the house. Any application for that includes painted deck railings or face boards shall comply with the exterior painting requirements of these Guidelines.

For fence application: I understand that the wood must be left to weather naturally with the use of only a clear preservative.

My signature below indicates that I understand and will comply with each of the terms on this application. Additionally, I will comply with all appropriate requirements of the current VA Oaks guidelines.

Owner's Signature _____ Date: _____

Please mail your application to:
Virginia Oaks Homeowners Association
c/o Sequoia Management Company
13998 Parkeast Circle
Chantilly, Virginia 20151

If you have any questions or concerns about this application contact the Community Association office at 703-803-9641.

DRC ACTION:

Approved

Disapproved

NOTE: A quorum of DRC committee members is required in order to process this application. Please list each DRC member present during this review in the spaces below:

1.	2.	3.	4.
5.	6.	7.	8.

If disapproved, list any comments and or stipulations:

Signed: _____ Date: _____
(DRC Chairperson)

If the application disagrees with the final DRC decision, the A Oaks Architectural Design Guidelines provides an appeals procedure. A written request for an appeal must be made in accordance with the VA Oaks Architectural Design Guidelines in Section 1, "J. Appeals Procedures". A copy of these two pages with the DRC approval/disapproval will be mailed back to you once a DRC decision is made. Each homeowner should keep a copy of the processed application as proof of the status of the alteration application.

Disposition of this application:

- DRC returns processed application to Sequoia Management Company.
- Sequoia Management Co. mails the processed application back to the applicant and keeps a copy on file for the HOA records.