

Green Gables
Homeowners Association
Architectural Design Guidelines

Version 3.2

**Amended by the Architectural Review Board
on October 6, 2012**

**Confirmed by the Board of Directors
on October 15, 2012**

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Purpose

The purpose of these Architectural Design Guidelines (“Guidelines”) is to provide guidance to the Architectural Review Board (“ARB”) and the HOA Management Agent in performing their duties as contemplated in the governing documents of Green Gables Homeowners Association (“Association”). These Guidelines also serve to provide architectural and other guidelines and high level design standards to assist Green Gables homeowners in obtaining approval for, among other things, home improvements, additions, and modifications. Based on requirements established in the Articles of Incorporation, the By-Laws, the Second Amended and Restated Declaration of Covenants, Conditions and Restrictions (“Declaration”) and pertinent provisions of the Virginia Property Owner’s Association Act (“ACT”), these Guidelines further define items unique and specific to our community.

General

These Guidelines address alterations and additions to and the maintenance of the exterior of homes and lots in our community. The structural integrity, safety, and appearance of the community are a concern to us all. We rely on Prince William County (“County”) building inspectors to ensure structural integrity and safety of construction. For this reason, every owner seeking to make alterations or additions is required to obtain the appropriate building permits and ensure all inspections required by the County are conducted.

Green Gables is a community of homes on 10-acre lots. Many owners have horses. The community has a different character than a ¼-acre subdivision. Outbuildings, fences, and pastureland are common. The community has different guidelines for buildings constructed near the house and for those located out in the fields or forests. For example, garages placed near the home must be of complementary style and color compatible to the home. Barns should look like barns and should be painted or constructed of materials compatible with intended use and reflect color compatibility and harmony with the surroundings. Also, maintenance of the lawn in the vicinity of the house is held to a different standard than maintenance of the fields or forests.

All construction must take into account drainage. The existing drainage patterns (that is the existing flow of water into or out of a lot) must not be altered without prior approval by the County, all affected neighbors, and the ARB. No

changes may be made to the water gardens, including altering the amount of water flowing into the garden, without prior County and ARB approval.

No structure, including without limitation, buildings, pillars, and gateways, may extend beyond the Building Restriction Line (“BRL”) as shown on the lot plat. Typical BRL limits are 35 feet from the road centerline, 15 feet from lot sidelines, and 25 feet from the subdivision perimeter. Homeowners must adhere to the BRL as shown on each individual lot plat. Also, all activities must comply with applicable County codes.

Application Process

When submitting an application for review by the ARB, it is imperative that the homeowner or the designated design consultant provide sufficient detail to allow the ARB to make an informed decision. The Architectural Improvement Request Form (“Application”) which must be used to submit a request to the ARB is attached to these Guidelines as Appendix I. For requests not covered by the Application, the proposed changes or additions should be specified on the reverse side of the Application.

All Applications must be original and should be submitted by mail to the HOA Management Agent at the address provided on the Architectural Improvement Request Form.

All Applications must contain the signatures of the adjoining or affected property owners and be signed by the applicant. The signatures of the adjoining or affected property owners only indicate their awareness of the proposed plans, not approval. Signatories having concerns about a proposed plan must notify the Association of specific concerns in writing.

Applications must provide a complete description of the alteration or improvement, including without limitation, a listing of the type of materials to be used; overall dimensions; height off the ground as in the case of decks or porches; colors of the existing house, trim and roof colors; colors of the proposed alteration or improvement; and such other information as specified in these Guidelines.

Applications must state the anticipated commencement and completion dates. Construction of improvements approved by the ARB must commence within 6

months of the date the ARB approves the request and be completed within twelve months of the start of construction.

Applications must be accompanied by the following documents:

- a. Site Plan (lot plat) with the proposed modification depicted to show the exact location and dimensions of the proposed improvement or alteration.
- b. Drawings and photographs – complete drawings showing all dimensions, elevations and details of the proposed improvement or alteration are required. Drawings also should show the location of the improvement in relation to the existing home.
- c. Brochures, color charts, and a materials description from the contractor or vendor depicting the proposed modification or addition.

The ARB has 45 days from receipt of the completed Application to review and make a decision on the Application. If the ARB requires additional information, action on the Application will be deferred until additional information is received. If additional information is required, the processing time begins again from the date the information is received.

ARB members may visit the site before the ARB meets to assess the effect of the improvement or alteration on the immediate neighborhood, if necessary.

There is no application fee for Applications. However, submitting an Application after construction begins will be considered a violation of these Guidelines, and the Board of Directors (“Board”) may assess charges pursuant to the Virginia Property Owners’ Association Act (“Act”) for such late submissions. The ARB and/or the HOA Management Agent will enforce violations in accordance with these Guidelines, the Association governing documents, the Act, and any due process procedures adopted by the ARB.

Additions/Modifications to Existing House Structure

Except as otherwise provided in these Guidelines, any addition or modification to the existing house structure requires ARB approval. The design of any addition or modification to an existing structure shall be complementary to the original dwelling.

Construction, in both design and use of materials, should be consistent with the original structure - this includes but is not limited to roof pitch, building materials, building design, and color. All changes should be aesthetically pleasing and enhance the view of the home. Additions and modifications must conform to County ordinances. Additions and modifications should not be constructed beyond BRLs and must meet minimum County setback specifications.

Alterations to the House

Changes to the house exterior, including without limitation, siding, windows, storm doors, and paint colors, require the approval of the ARB. All changes must be consistent with the appearance of the community. Colors must be complementary to existing colors on the house and to other houses in the neighborhood.

Storm doors, if added to any door on the front of the house, must be full view, without significant decoration or edging. Storm doors should match the color of the entrance door or the trim around the entrance door. Front doors should be of a style and color compatible and complementary with the style of the home and the existing colors on the applicant's home.

Maintenance of the house, such as replacement of damaged doors, windows, roofing, siding or re-painting do not require ARB approval, so long as the color scheme and appearance of the house remain the same.

Landscaping

The Association encourages all Green Gables homeowners to maintain the foliage provided by the developer and, over time, to expand upon the landscaped area surrounding the home. No Application is required to improve upon the landscaping.

Green Gables 10-acre home sites consist of a landscaped area surrounding the home and other areas of foliage that are considered "fields" or "wooded areas." Fields are discussed in detail under the section entitled "Maintenance." Clear cutting or extensive harvesting of the wooded areas is not encouraged by the Association. In the event a homeowner has reason for extensive removal of the foliated areas, an Application must be submitted to the ARB stating the reason and purpose for the modification to the wooded areas.

Decks, Porches, and Patios

The approval of the ARB is required for the installation of decks, porches, and patios. Decks, porches, and patios should not be constructed across BRLs and must meet minimum County setback specifications and comply with applicable County ordinances.

Decks shall be generally located in the rear yards. Side decks may be considered. Any raised deck that has a visual impact on neighbors in the surrounding area may require landscaping or lattice work to hide deck supports or objectionable views. If stairs of one story or more are part of the design, a landing should be employed for both safety and appearance. Wood decks may be left to weather naturally or may be sealed with a wood preserver or stain. Decks should be stained a color complementary to the existing house structure. In addition to a lot plat, an elevation drawing is required with each Application.

Screened-in deck porches should carry similar design throughout the decking and should include materials consistent with the deck. Screened-in deck porches should not have a negative visual impact on neighbors in the surrounding area. As with a deck, a lot plat and elevation drawing are also required and can be done simultaneously with the deck if desired.

Patios should be constructed of materials that are complementary to the overall design of the house (wood, brick, stone, concrete, etc.). A lot plat showing location is required.

Any changes to grading for the installation of a deck, porch, or patio should be detailed in the Application, with drainage areas shown on the site plan. Applications can be denied if adjoining properties are adversely affected by changes in drainage.

Fences

No fence or enclosure shall be erected or built on any lot until first approved in writing by the ARB as to location, height, material, and design. The fence must be shown on the plat/plan of the lot. It is the intention of the Association to allow the following fence types for specific applications at Green Gables:

- Perimeter, property line, barn, horse, and riding area fencing: the intention is to allow three or four board fences. The preferred color or staining

of this fence will match the homeowner's house esthetically and will be reviewed on a case by case basis by the ARB.

- Swimming pool enclosures and small areas in the rear of the house: aluminum (metal) type of fencing is allowed with the color to be esthetically pleasing with the natural surroundings.
- Tennis courts should have the appropriate chain link fencing with the height as approved by County codes and will be reviewed on a case by case basis.
- Vegetable gardens should be as inconspicuous as possible and use appropriate fencing material. Fencing material and location must be approved by the ARB. Chicken wire will not be permitted. Care should be taken to ensure the fence is constructed and maintained straight, level and plumb. (See "Vegetable Gardens" for details.)
- Homeowner entrance monuments, pillars, and improvements having a gate or front yard full or partial fencing will be reviewed by the ARB on a case-by-case basis and must be in line with the aesthetic nature of the homeowner's property and surrounding areas.

For the Applications cited above, shrubs and planting beds are highly encouraged to soften visual impact to the community.

All fences must conform to the County building codes and zoning setback regulations.

Vegetable Gardens

The installation of a vegetable garden does not require ARB approval if:

- a. Garden is located more than 50 feet behind the rear of the house or 50 feet from the rear property line and does not exceed $\frac{1}{4}$ acre in size (104' X 104'),
- b. A fence will not be constructed around the perimeter or any portion of the garden, and

- c. Garden is not planted on a grade such that the water run-off could damage the property below the garden. A grade not exceeding five feet to 100 feet can be used as a guideline.

Gardens not meeting all of the above criteria require ARB approval.

If visible from the road, gardens must be groomed and/or screened with plantings to make them visually pleasing from the road.

All gardens must be neatly maintained through the growing season; including removal of all unused stakes, trellises, and dead growth. Dead growth must be removed at the end of the growing season. Any fence installed must remain in good repair during all seasons and removed when not in use. Fences should be maintained straight, level, and plumb.

Accessory Buildings

Barns, shelters, sheds, and greenhouses should be situated on the home site plat at an appropriate distance from the main house. Consideration should be given to the location of these types of buildings so as not to infringe upon views or be placed in close proximity to neighboring property lines. Construction features, materials, and colors should be compatible with the intended use of the structure and should be in harmony with the surroundings.

Carriage houses, detached garages, and poolside bath houses constructed in proximity to the main house should have architectural compatibility and reflect the design features of the main house. The use of similar construction materials and compatible colors is encouraged for construction of these buildings.

Pools

Pools shall be in-ground, well-constructed, and shall meet all applicable County codes, including requirements for fencing or access control. In general, swimming pools should be suitably set back from the road and all lot boundaries. All pools must be properly maintained for both aesthetic purposes and safety. If visible from the road, pools must be screened with evergreen plantings of sufficient size as to soften their view from the road. The ARB must approve all requests for pool installations.

Exterior Lighting

Except as otherwise provided, the installation of exterior lighting requires prior ARB approval. Applications must include wattage and a detailed description of location on the lot plat. No application is required for installation of low voltage lighting. As provided in Article VI, Section 6 of the Declaration, lights cannot be directed outside the owner's property.

Play Areas

The installation of play areas requires ARB approval, except as otherwise specified. Play areas include, but are not limited to, purchased or constructed play equipment, sport courts, tennis courts, off-road riding areas, skate board "pipes", kiddy pools and basketball backboards. Large play equipment should be screened and landscaped for beauty and noise reduction. Play equipment should be placed a suitable distance from the road. Off-road riding, whether performed with motorcycles, four-wheel all terrain vehicles or off-road bicycles, is allowed. Individual riding areas are for the family's personal use only with no more than four people riding at a time. All such areas must comply with applicable County codes (i.e.: erosion control, noise limitations and property line set-backs).

The applicant must show the location of the play area, the equipment to be used, the specific construction of all structures and the landscaping provided as screening. Small play equipment (that which can be easily relocated) is not considered a structure and, therefore, does not require approval by the ARB to be installed.

Satellite Dishes, Antennas, Solar Panels and Flag Poles

Satellite dishes and antennas should be located so as to minimize the visual impact on neighbors and the surrounding areas.

Satellite dishes that are one meter or less in diameter and designed to receive direct broadcast satellite service, including direct-to-home satellite service, or to receive or transmit fixed wireless signals via satellite, are permitted. Roof mounted satellite dishes are encouraged over ground-based models.

Antennas that are one meter or less in diameter or diagonal measurement and designed to receive video programming services via broadband radio service

(wireless cable) or to receive or transmit fixed wireless signals other than via satellite are permitted.

No other exterior antennas, satellite dishes or similar exterior improvements may be maintained upon the Property; provided, however, that the ARB shall not prevent access to telecommunications services in violation of applicable law. Further, the ARB may establish additional or different guidelines for antennas as technology changes.

Homeowners desiring to install solar panels should give consideration to minimizing the visual impact to their property and to others who view the property from the road. Their design and location should be unobtrusive and blend with physical characteristics of the home.

Flag poles for display of the flag are allowed. Outdoor lighting should be included to illuminate the flag if the flag is to be displayed anytime after sunset or before sunrise. The location of the flag pole and lighting should not infringe on neighbors or property line set-backs.

Driveways, Parking Areas and Recreational Vehicles

Many of us own multiple vehicles, trailers, and tractors. Additional driveway and parking areas often are necessary to accommodate these vehicles. The installation of additional driveways or parking areas must be approved by the ARB. A lot plat showing the extent of proposed paved and unpaved driveways and parking areas along with the screening planned must be included in the Application.

As set forth in Article VI, Section 16 of the Declaration, recreational vehicles or equipment, such as but not limited to boats, boating equipment, trailers, camping vehicles or camping equipment, may not be parked in the community without approval of the ARB as to location, size, screening and other relevant criteria.

Maintenance

The appearance of our community will be greatly enhanced by regular maintenance. All homes should be well-maintained, including periodic painting of woodwork and washing of siding.

The lawn and landscaping near the home should be well groomed. All open grassy areas surrounding the main house must be maintained by the homeowner for a minimum distance of 100 feet from the house on the right and left sides, the rear of the property (or less if bordered by a property line or natural boundary such as wooded tree-lines, ravines, or creeks), and to the road in front of the house. These grassy areas should be maintained to a height not exceeding six inches. The homeowner must clean and maintain the homeowner's property 100 feet from the center of the road along the entire length of the roadway bordering the property to a height of not more than (6) inches including ditches (or less if bordered by a natural boundary such as wooded tree-lines, ravines or creeks).

Homeowners must keep fields (except those areas identified above) cut to maintain a height not exceeding 18 inches.

Homeowners desiring to "re-forest" a defined portion of their property must submit a request for approval to the ARB defining, in detail, their plan and rationale for reforestation. The plan must include a plat map of the property outlining the area intended to be re-forested. Homeowners must follow these guidelines:

- Trees must be planted with 20 foot by 20 foot spacing or the equivalent equaling 110 trees per acre
- Grass between the trees must be cut at least once per year, in the late fall to reduce invasive plants. This must be done for at least 5 years.
- After 5 years no mowing will be required of the reforested area.
- No reforestation will be permitted within 100 feet of the road centerline (note that trees may be planted there, but the grass must be maintained to the 6 inch standard)

Areas deemed by the homeowner as too difficult to maintain to the 18 inch standard should be brought to the attention of the ARB and will be addressed on a case by case basis.

Homeowners desiring to grow field hay must, under normal growing conditions, perform at least three seasonal cuts of the fields so the growth does not become excessive. A request for ARB approval must be submitted to the ARB defining the area involved.

Homeowners desiring to create a bird sanctuary on a defined portion of their property must submit a request for approval to the ARB defining their plan in detail. The plan must include a plat map of the property outlining the area intended to be made into a sanctuary. The following guidelines must be followed:

- Grass must be maintained to not exceed 18 inches before April 1 and after July 15
- Grass cutting of the sanctuary will not be required from April 1 through July 15.
- No bird sanctuaries will be permitted within 100 feet of the road centerline.

New Home Construction Guidelines

The approval of the ARB is required for all new home construction. The design and size of any new construction to be used as the main and permanent home or dwelling which is different than the DR Horton estate custom home designs planned for this community must, at minimum, meet the following design criteria:

- a. Colonial brick or stone front architecture with brick or vinyl siding for the remaining sides of the home. Bricks must be similar in type and size to existing homes in the community.
- b. Three-car side loading attached garage with single car garage doors.
- c. Minimum of 4,000 square footage of living space on two floors not counting the basement of home.
- d. Paved driveway of similar width and style of existing homes.
- e. Home shall be minimum of 50 feet from the road and in accordance with current county plat for lot.
- f. Roof design and slopes must match those of existing homes.
- g. Type of roofing (black asphalt shingles) and other construction material will match those of existing homes.
- h. Home must be two stories, not counting the basement (i.e. no single level ranch style or split level/tri-level construction). Home should be of similar architectural design concept as existing homes.
- i. Exterior doors, shutters, and trim colors shall be within the same color palate consistent with the neighborhood context.

- j. Masonry fireplaces with exterior chimneys that extend past the soffit of the roof shall be brick or other approved masonry material.
- k. Propane gas tank(s) must be buried.
- l. Full basement.
- m. Landscape plan for each newly built home must be approved.

All construction shall be completed within twelve months of breaking ground. Extension may be requested if construction is expected to take longer.

The above criteria represent some of the factors the ARB will consider when reviewing construction plans for new homes being built in the Green Gables community. Any new construction is also subject to the provisions set forth in the Declaration. Road damage from home construction equipment is the responsibility of the contractor and homeowner and must be promptly repaired.

Roadways

No one may make alterations to the roadways, water culverts, entrance islands and the functional integrity of the rain gardens, or any Green Gables Association-constructed structure without express permission from the ARB. Such permission will only be granted with the submission of an Application containing the details of the changes and how they will be made. In the case of any cuts or alterations to the roadways, proof that the roadway can be returned to the original state will be required by the ARB and the Board.

Enforcement for Noncompliance with Guidelines

The ARB or its agent will attempt to contact homeowners in person, by e-mail, or by telephone regarding Guideline or Declaration discrepancies to try to resolve them prior to the issuance of a violation letter. Should attempts to contact fail, or should the violation continue, the ARB or its agent will send written notice to homeowners violating these Guidelines or the Declaration identifying the specific nature of the noncompliance. The homeowner will have 30 days to rectify the violation or respond to the ARB's agent.

If the violation is not remedied to the satisfaction of the ARB or its agent within 30 days after the notice was sent or the owner does not respond to the notice, the ARB or its agent will serve a notice of a hearing on the homeowner at least 14 days prior to the hearing by certified mail, return receipt requested. The notice will include the sanctions that may be imposed. If the owner fails to attend the hearing without providing reasonable and satisfactory explanation, the owner shall be deemed to have waived the right to the hearing, and monetary charges or facilities suspension may be assessed with a judgment unfavorable to the owner. The hearing result will be mailed by registered or certified mail, return receipt requested, to the owner within seven days of the hearing.

An owner may appeal a decision of the ARB to the Board by giving written notice of such appeal to the Association or its agent within 20 days of the adverse ruling. The Board shall be the final authority for dispute resolution.

Notwithstanding the foregoing, if after 30 days the violation is not rectified or the ARB or its agent does not receive a response from the homeowner, the ARB or its agent will notify the Board of the violation. As provided in Article XI, Section 1(l) of the Declaration, upon providing at least 14 days' prior notice, the Board or Association agents may enter the property to repair, maintain or restore the lot and improvements on the lot. The Board may assess the owner of the lot the costs for performing such work. Additionally, Section 55-513B of the Act provides that the Board may assess a charge of fifty dollars for a single offense and ten dollars per day for no longer than 90 days for an offense of a continuing nature.

Validity of Guidelines

If any provision or provisions of these Guidelines be held to be invalid, illegal, unenforceable or in conflict with the law of any jurisdiction, the validity, legality and enforceability of the remaining provisions shall not in any way be affected or impaired.

Green Gables Homeowners Association
ARCHITECTURAL IMPROVEMENT REQUEST FORM

c/o

Sequoia Management Company
13998 Parkeast Circle
Chantilly, VA 20151-2283

Name of Applicant: _____ **Date:** _____

Address: _____ **Lot #:** _____

Telephone: (H) _____, **(W)** _____, **(Fax)** _____

Type of Improvement, Modification or Addition: (check appropriate box)

- | | |
|--|------------------------|
| <input type="checkbox"/> Addition/modification or change to house exterior | Complete Sec (a) below |
| <input type="checkbox"/> Detached garage, carriage house or bath house | Complete Sec (b) below |
| <input type="checkbox"/> Barn, shelter, shed or greenhouse | Complete Sec (b) below |
| <input type="checkbox"/> Deck, porch, gazebo, or patio | Complete Sec (c) below |
| <input type="checkbox"/> Swimming pool | Complete Sec (d) below |
| <input type="checkbox"/> Fence | Complete Sec (e) below |
| <input type="checkbox"/> Other | |

Section (a) Addition/modification or change to house exterior

Please provide an explanation of the project including details on where the addition/modification or change is made, the dimensions, materials, architectural features and colors used.

Section (b) Detached garage, carriage house or bath house

Please provide an explanation of the addition including details on location, dimensions, architectural features, materials and colors used.

Section (c) Deck, porch, gazebo or patio

Deck/porch dimensions - across the back of the house: _____

Deck/porch dimensions - distance out from the house: _____

Deck/porch elevation from ground level: _____

Gazebo/patio size and location from the house: _____

Type of materials and colors to be utilized: _____

Section (d) Swimming pool

Pool dimensions _____
Pool type (concrete/fiber glass/above ground, etc.) _____
Pool safety enclosure (fence) type _____
Pool location _____

Section (e) Fence additions (Note 3-board fences for horse enclosures are recommended in our HOA covenants.)

Total dimensions of the fence _____
Fence type _____
Type of gate _____
Type of materials to be utilized _____

Section (f) Other

Please provide an explanation of the project, providing details on dimensions, materials and colors as applicable.

All applications must be accompanied by the following materials:

- Attached architectural plans/drawings or photographs of the proposed project. Drawings must show elevations, dimensions, height off the ground, relationship to the existing structures, architectural features, materials used and colors.
- Attach a copy of the property plat showing size, shape and location of improvements to residence and to adjoining properties (include specific dimensions of improvement and distances to adjoining properties.) A grading plan must be included if applicable.
- Obtain signatures of all adjacent or affected property owners. The signatures only indicate their awareness of your proposed plans, not their approval. Signatories having concerns about your proposed plan must notify the Association of specific concerns in writing.

Name: _____ Phone Number: _____
Address: _____ Lot Number: _____
Signature: _____

Name: _____ Phone Number: _____
Address: _____ Lot Number: _____
Signature: _____

Name: _____ Phone Number: _____
Address: _____ Lot Number: _____
Signature: _____

Name: _____ Phone Number: _____
Address: _____ Lot Number: _____
Signature: _____

I understand and agree to the following:

- That this modification may require a County building permit or may be subject to other government regulations. I agree to obtain all required county approvals. Miss Utility will be contacted prior to the commencement of construction. Approval of this application satisfies only the requirements of the Association and not any obligations to the County or others as may be required.
- That I assume full responsibility for all landscaping, grading and/or drainage issues relating to the improvements, including applicable replacing bonds or escrows posted by Developer/Builder currently in place affecting this lot. All work associated with the project will be completed within the property lines. I assume responsibility for any damage to adjoining property (including common areas) or injury to third persons associated with the improvement.
- That no work on this proposal will commence until I receive written approval of the Architectural Review Board. To do so is a violation of these Guidelines and may result in my being required to remove any unapproved modification and restore my property to its original condition at my own expense if this application is disapproved. I also understand I may be held responsible for any legal fees incurred on behalf of the Association in enforcing this provision.
- That an approval is contingent upon the construction being completed in a timely, professional and workmanlike manner in accordance with the specifications submitted in this application.
- The members of the Architectural Review Board, with appropriate advance notice, may enter upon my property to make a routine inspection.
- That there are architectural requirements addressed in the Second Amended and Restated Declaration of Covenants, Conditions and Restrictions governing Green Gables and there is an application review process established by the Architectural Review Board.
- That any approval granted by the Architectural Review Board (if so granted) will automatically expire should the proposed project not be commenced within 6 months of the approval or completed within **twelve** months of the start of construction.
- That a variation from the original application must be submitted for approval by Architectural Review Board.

Owner/Applicant's Signature _____ Date: _____

(For Committee Use Only)

- Approved
- Disapproved
- Approved with conditions: _____
Comments: _____

Committee Representative: _____ Date of Decision: _____