

DESIGN REVIEW APPLICATION

QUAKER HILL COMMUNITY ASSOCIATION

To: Covenants Committee
Quaker Hill Community Association
c/o Northern Virginia Management
4306 Evergreen Lane, Suite 101
Annandale, VA 22003

From: _____ Lot: _____ Block: _____

Address: _____ Home phone: _____

Mailing Address: _____ Work phone: _____

Directions:

The Declaration of Covenants requires that you submit to the Covenants Committee for approval all proposed exterior additions, changes or alterations to your house and lot. In order to be considered by the Covenants Committee your application must include detailed information describing the proposed change (typically, plans and specifications including sketches, photos, catalog illustrations, etc. showing the nature, kind, shape, color, dimensions, and materials; and a copy of the survey with the location marked). Make sure your application is complete. An application submitted without all required submissions will be considered incomplete. In such case, the Covenants Committee's review period will not commence until all required submissions have been provided. Other exhibits may be requested to permit adequate evaluation of the proposed change. If you have any questions regarding the required submissions or the application process, you are advised to seek guidance from NVM prior to submission of an application.

Description of Proposed Change: (Please print or type)

Describe all proposed improvements, alterations, or changes to your lot or home. Please provide details by attaching sketches, drawings, clippings, pictures, catalog illustrations, and a copy of your house location survey (recorded plat) with the location of the modification marked, etc. to fully describe the proposed change.

Purpose of Improvement: _____

ESTIMATED STARTING DATE OF CONSTRUCTION: _____
(After approval by the Covenants Committee)

ESTIMATED COMPLETION DATE: _____

Neighbor's Acknowledgments:

You are requested to obtain the signatures of all lot owners whose lots are adjacent to your lot. Signature by your neighbors indicated an awareness of your proposed change and *does not* constitute approval or disapproval on their part.

Name: _____

Name: _____

Address: _____

Address: _____

Lot/Block: _____

Lot/Block: _____

Signature: _____

Signature: _____

Name: _____

Name: _____

Address: _____

Address: _____

Lot/Block: _____

Lot/Block: _____

Signature: _____

Signature: _____

Owners' Acknowledgments:

I/we understand and agree:

1. _____ that approval by the Committee shall in no way be construed as to pass judgment on the correctness of the location, structural design, suitability of water flow or drainage, location of utilities, or other qualities of the proposed change being reviewed.
2. _____ that approval by the Committee shall in no way be construed as to pass judgment on whether the proposed change being reviewed is in compliance with the applicable building and zoning codes of the county in which the property is located.
3. _____ that approval of any particular plans and specifications or design shall not be construed as a waiver of the right of the Committee to disapprove such plans and specifications, or any elements or features thereof, in the event such plans are subsequently submitted for use in any other instance.
4. _____ that no work on the proposed change shall begin until written approval of the Committee has been received by me; that, if work is begun prior to approval, 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 I may be required to pay all legal expenses incurred.

5. _____ that there shall be no deviations from the plans, specifications and location approved by the Committee without prior written consent of the Committee; any variation from the original application must be resubmitted for approval.

6. _____ that I authorize members of the Committee or managing agent to enter upon my Property to make one or more routine inspection(s).

7. _____ that construction or alterations in accordance with the approved plans and specifications must commence within 6 months of the approved date of this application and be completed within 12 months of the approved date, otherwise the approval by the Committee shall be deemed conclusively to have lapsed and to have been withdrawn.

8. _____ that it is my responsibility and obligation to obtain all required building permits, to contact *Miss Utility*, and to construct the improvements in a workmanlike manner in conformance with all applicable building and zoning codes.

9. _____ that I am responsible for any damage and all cost to repair green space or community that results from the proposed modification.

Owner/Applicant Signature: _____ Date: _____

Co-Owner/Applicant Signature: _____ Date: _____

Required Attachments: Descriptive information (typically plans and specifications, including sketches, photos, catalog illustrations, etc. showing the nature, kind, shape, color, dimensions, materials, and a copy of the survey with the location marked.

**QUAKER HILL COMMUNITY ASSOCIATION
DESIGN REVIEW CHECKLIST**

DECK OR PORCH

- Design Review Application form must be completed
- Copy of survey showing location of proposed deck or porch on site
- Scaled drawings showing plan (overhead view), elevations, and dimensions including length, width and height
- Materials
- Detail sketch(es) or railing design(s)
- Color/finish

DECK/PATIO SUNSCREENS, TRELISES, ETC.

- Design Review Application form must be completed
- Copy of survey showing location on site
- Scaled drawing showing plan (overhead view) elevations, and dimensions including length, width and height
- Materials
- Color/finish

FIREPLACE/CHIMNEY

- Design Review Application form must be completed
- Copy of survey showing location of chimney
- Scaled drawing showing front and side elevations, and dimensions including length, width and height
- Materials
- Color/finish

FENCES

- Design Review Application form must be completed
- Copy of survey showing location of fence on site
- Scale drawings showing front, side elevation, and rear elevations (as appropriate), and length, width and height
- Materials
- Color/finish

CHANGES TO GRADE OF LOT (or any change to grade)

- Lateral elevation

LANDSCAPING

- _____ Design Review Application form must be completed
- _____ Copy of survey showing location of landscaping modifications on site
- _____ Landscaping plan drawing with plants and other materials indicated

PAINT COLOR CHANGE

- _____ Design Review Application form must be completed
- _____ Paint or stain brand, color and number
- _____ Specification of areas to be painted and color to be used (a simple drawing of the house listing areas to be painted and colors used would be helpful)

PATIOS

- _____ Design Review Application form must be completed
- _____ Copy of survey showing location of patio on site
- _____ Scaled drawing showing dimensions
- _____ Lateral elevation
- _____ Materials

PLAY EQUIPMENT

- _____ Design Review Application form must be completed
- _____ Copy of survey showing location of equipment on site
- _____ Brochure or catalog photo and description
- _____ Color/finish

STORM DOORS/WINDOWS

- _____ Design Review Application form must be completed
- _____ Copy of survey indicating location of new window or door
- _____ Elevation view of window on house with location, width and height dimensions
- _____ Brochure or catalog photo and description
- _____ Color/finish

STORAGE SHEDS

- _____ Design Review Application form must be completed
- _____ Copy of survey showing location of shed on site
- _____ Scaled drawings showing plan (overhead view), elevations, and dimensions including length, width, and height
- _____ Materials
- _____ Color/finish of all elements, including walls, doors, trim, and roof

**MAJOR ADDITIONS/MODIFICATIONS
(EXAMPLES: ROOM ADDITIONS OR EXPANSIONS)**

Design Review Applications for major additions or modifications must include detailed information when submitted to the Covenants Committee for consideration. Keep in mind that the Committee must have sufficient information to determine what the completed installation or construction will look like and how it relates to its surroundings.

_____ Design Review Application form must be completed
_____ Copy of survey showing location of the structure or installation on site
_____ Front and side architectural elevations and plan views with dimensions showing the structure on the home. These must be drawn to scale showing proportions and relationship to existing house. Such architectural plans or blueprints should include (if applicable):

- _____ 1. length, width, and height measurements throughout
- _____ 2. size of materials to be used as trim
- _____ 3. size of corner boards
- _____ 4. size of cap plates covering wood beams
- _____ 5. size and construction of concrete base
- _____ 6. size of doors and windows, materials used
- _____ 7. size of trim around windows and doors
- _____ 8. measurement of gutter boards, and board & batten
- _____ 9. dimension of roof overhang
- _____ 10. dimensions on all exterior materials shown on plans with details for roof overhangs
- _____ 11. finish/color (all trim must be identified and its color specified)
- _____ 12. roof plans, pitch of roof, materials used and color
- _____ 13. step risers and treads

Any other information necessary to assist the Committee in making a judgment on the request
(photographs could be helpful)

QUAKER HILL COMMUNITY ASSOCIATION
CLUBHOUSE: 1175 QUAKER HILL DRIVE
ALEXANDRIA, VIRGINIA 22314
(703) 823-1911/1912

SAVE TREE LOCATIONS
DECEMBER 2000

