

**DESIGN REVIEW APPLICATION**

**QUAKER HILL COMMUNITY ASSOCIATION**

To: Covenants Committee  
Quaker Hill Community Association  
c/o SFMC  
9464 Innovation Drive  
Manassas, VA 20110

From: \_\_\_\_\_ Lot: \_\_\_\_\_ Block: \_\_\_\_\_

Address: \_\_\_\_\_ Home phone: \_\_\_\_\_

E Mail 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 SFMC 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, TRELLISES, 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 or 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

