

Architectural Change Request Form
 Newington Forest Community Association
 8201 Southrun Road, Springfield VA 22153
 (703) 451-8563
www.newingtonforest.org

In accordance with the recorded covenants, conditions and restrictions of the Association, and in order to protect each individual lot owner's rights and values, it is required that any lot owner considering improvement of their deeded property including, but not limited to, patio covers, decks, outside buildings, fencing, building add-ons, etc., submit the following information to the Committee **prior to initiating work on the planned improvements:**

1. **Completed and Signed Architectural Change Request (2 pages) ** ONE FORM PER REQUEST****
2. **Complete & detailed building plans & specifications, material list, and color swatches, as applicable.**
3. **Provide a plat map of your property showing where the improvement is to be located. Additional plat maps can be obtained from the Office of Zoning located at 12055 Government Center Pkwy., Fairfax, Virginia. Their phone number is (703) 222-1082.**
4. **Photos, as applicable.**
5. **Neighbors Acknowledgement.**

Owner Name: _____
 Property Address: _____ City _____ State _____ Zip _____
 Mailing Address: _____ City _____ State _____ Zip _____
 Home Phone: _____ Work Phone: _____
 E-Mail address: _____

Briefly describe the improvement you propose:

Location of improvement (check actual areas that apply):

- | | | |
|--|---|---|
| <input type="checkbox"/> Front of dwelling | <input type="checkbox"/> Back of dwelling | <input type="checkbox"/> Side of dwelling |
| <input type="checkbox"/> Roof of dwelling | <input type="checkbox"/> Front/Back Patio | |
| <input type="checkbox"/> Other (describe) | | |

Type of Improvement:

- | | | |
|--|---------------------------------------|---|
| <input type="checkbox"/> Fencing | <input type="checkbox"/> Spa/Hot tub | <input type="checkbox"/> Paint Exterior/Siding Change |
| <input type="checkbox"/> Satellite Dish | <input type="checkbox"/> Landscaping | <input type="checkbox"/> Deck (composite requires sample) |
| <input type="checkbox"/> Shed | <input type="checkbox"/> Patio | <input type="checkbox"/> Front/Back Screen/Storm Door |
| <input type="checkbox"/> Tree Removal | <input type="checkbox"/> Replace Roof | <input type="checkbox"/> Recreational Vehicle Parking |
| <input type="checkbox"/> Extend Driveway | | |

Other Improvement:

I agree not to begin construction/installation without written approval from the Committee. I understand that all construction shall meet Association Standards as well as Fairfax County code, and that Committee approval does not override Fairfax County codes, but rather, is intended to work in conjunction with them. Additionally I agree to obtain neighbors signatures acknowledging that they are aware of the planned improvements. (Neighbors' signatures do not indicate approval of any improvements.) Please note any change to approved items require resubmission and approval by the Architectural Review Committee. By signing this application you agree to complete work only as approved on this application.

_____/_____
 Homeowners Signature Date

_____/_____/_____
 Neighbor's Acknowledgment Unit # Date

_____/_____/_____
 Neighbor's Acknowledgment Unit # Date

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FAILURE TO SUBMIT THE REQUESTED ATTACHMENTS (ITEMS 1, 2, 3, 4 &5) PRIOR TO CONSTRUCTION MAY RESULT IN DENIAL OF YOUR REQUEST FOR IMPROVEMENT. The Committee has the right to request that an owner remove any improvement installed without prior written approval. Any homeowner considering any exterior improvement to their property is urged to review the recorded deed restrictions prior to their initial request.

**RETURN COMPLETED FORM TO:
Newington Forest Community Association
8201 Southrun Road, Springfield VA 22153**

Do not write below this line

_____ **The Architectural Review Committee (ARC) is pleased to inform you that your change request has been approved, subject to the following conditions:**

- 1. All work must be completed in a professional workmanship like manner.
- 2. Within 30 days of project completion, homeowner must contact the Association office to schedule a final inspection.
- 3. All work must be completed within 1 year of date of approval by the ARC.
- 4. Continued compliance with the Newington Forest Covenants and Guidelines.
- 5. This approval does not waive the responsibility of obtaining any required local permits.
- 6. Check with "Miss Utility" (1-800-257-7777) for location of underground power and phone lines.
- 7. Retain all existing trees and the natural contour of the land.
- 8. Ensure survey is completed before installation of fence begins.
- 9. Fence to be constructed as indicated in the attached picture of the approved fence style.
- 10. Sheds must be properly maintained or removed. Shed maintenance must be conveyed to a new owner should the property be sold.
- 11. Stump(s) must be removed or ground down.

_____ **The Architectural Review Committee regrets to inform you that your change request has been disapproved for the following reasons:**

- 1. The change requested is in conflict with the Newington Forest Covenants, guidelines, or a Policy Resolution of the Board of Directors.
- 2. Additional information or clarification is needed (see attached). Until this information is received, reviewed and acted on by the Committee, no action should be taken on this change.

OFFICE USE ONLY

Approved **Denied**

_____ ARC Rep Signature

_____ Date

Received On: _____ Action Number: _____ Review Date: _____

Comments: