

**DESIGN REVIEW APPLICATION**

**VINT HILL HOMEOWNERS' ASSOCIATION**

NAME: \_\_\_\_\_

PROPERTY ADDRESS: \_\_\_\_\_

PARCEL/LOT NUMBER: \_\_\_\_\_

HOME TELEPHONE: \_\_\_\_\_

WORK / CELL: \_\_\_\_\_

**GENERAL DESCRIPTION OF PROPOSED CHANGE:**

Provide a description of the proposed change, including the purpose or reason for the change, the type and color of materials to be used, a plat showing location on the property in which structure will be placed, and any other pertinent information required to evaluate the proposed change:

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**REQUIRED EXHIBITS AND SUPPORTING DOCUMENTATION:**

The supporting exhibits or supporting documentation listed below must accompany this design review application, as applicable for the proposed change. An application submitted without all required submissions will be considered incomplete. In such case, the Architectural Committee's forty-five (45) day review period will not commence until all required submissions have been provided. In general, an applicant should provide all documents and exhibits required by Fauquier County.

- A. Paint or Stain Colors – A sample and model number of the color(s) to be used must be provided both for repainting, or retaining existing improvements, and for structural additions together with a list of existing paint colors on the house or appurtenant structures which will remain unchanged.

- B. Finished Materials – A description and/or sample of all finished materials to be used for the exterior surface of proposed improvements must be provided.
  
- C. Site Plan – A site plan/plat, drawn to scale, showing the location dimensions of the proposed improvement, including orientation with respect to the property lines, unit, and adjacent dwelling units must be provided for decks, patios, walls, storage sheds, fences, major landscape changes which require approval, and structural additions to the home.
  
- D. Architectural Drawings and Landscape – Detailed architectural drawings or plans must be provided for decks, storage sheds, and structural additions to the home, and major landscape improvements which would change the topography of the lot or landscape plan originally provided by the builder.
  
- E. Photographs – The inclusion of the photographs is appropriate for exterior lighting fixtures, decorative objects and similar cosmetic additions to the unit or lot.
  
- F. Other Exhibits – Other exhibits may be required in order to permit adequate fixtures, decorative objects, and similar cosmetic additions to the unit or lot.

NOTIFICATION OF ADJACENT LOT OWNERS:

A homeowner submitting a design review application is required to provide notice of the application to all lot owners (other than builders) whose lots immediately abut the applicant's lot, or are separated from the applicant's lot by street or common area, and for whom the proposed improvement will be visible from the adjacent lots.

Proof of notice is required through the signing of the design review application by the adjacent lot owners.

ESTIMATED STARTING DATE OF CONSTRUCTION:

\_\_\_\_\_ (After Approval)

ESTAMATED COMPLETION DATE: \_\_\_\_\_

Owner acknowledges that he/she is familiar with the design review requirements and procedures for the Vint Hill Homeowners Association.

Owner understands that the authority to perform an alteration granted by this application will automatically expire if work is not commenced within 180 days following approval and completed within 360 days, or other time frame authorized by the Architectural Committee.



DO NOT WRITE BELOW THIS LINE, ACC USE ONLY

Date Received: \_\_\_\_\_ Received by: \_\_\_\_\_

ACC Action: \_\_\_\_\_ Date: \_\_\_\_\_

ACC Action By/Title: \_\_\_\_\_

ACC Remarks: \_\_\_\_\_

**ADJACENT LOT OWNERS**

1. Name \_\_\_\_\_  
Please Print Signature

\_\_\_\_\_  
Section Lot Signature

2. Name \_\_\_\_\_  
Please Print Signature

\_\_\_\_\_  
Section Lot Signature

3. Name \_\_\_\_\_  
Please Print Signature

\_\_\_\_\_  
Section Lot Signature

4. Name \_\_\_\_\_  
Please Print Signature

\_\_\_\_\_  
Section Lot Signature

DO NOT WRITE BELOW THIS LINE, ACC USE ONLY

Date Received: \_\_\_\_\_ Received by: \_\_\_\_\_

ACC Action: \_\_\_\_\_ Date: \_\_\_\_\_

ACC Action By/Title: \_\_\_\_\_

ACC Remarks: \_\_\_\_\_

**NOTES**

1. Owner understands that it is his/her sole responsibility to insure that any exterior improvement project comply with all state and county building codes; that approval of this application by the Architectural Committee in no way deals with, guarantees, or warrants that the improvements comply with such building codes, governmental regulations, or sound engineering practices; and that the Architectural Committee expressly disclaims any responsibility to bring, update, or otherwise keep its Design Standards current and in conformity with pertinent building codes, regulations or practices.
2. Before any application is considered by the Architectural Committee, the owner must submit in writing to the committee a statement that the proposed project is consistent with State and County building codes as evidenced by his confirmation with a certified engineer or the County Building Inspections Office, and that he has or will obtain all necessary permits and approvals related to the proposed project to commencement of work.
3. Owner understands and agrees that no work on this request will commence until written approval has been obtained from the Architectural Committee.

4. Owner further understands and agrees that any exterior alterations undertaken before written approval is obtained is not permitted, and that the Owner may be required to restore the property to its former condition at the Owner's own expense if such alterations are made and subsequently disapproved in whole or part. Further, Owner understands that any legal expense associated therewith may be the responsibility of Owner.
  
5. Owner agrees to give the Architectural Committee and/or Managing Agent, express permission to enter onto the Owner's property at a reasonable time to inspect the proposed project the project in progress and the complete project.
  
6. Owner understands that any approval is contingent upon the completion of alterations in a workmanlike manner, and in accordance with the approved scope and specification for said alterations.

**PLEASE MAIL, EMAIL, OR FAX TO:**

**Vint Hill Homeowners' Association**

**P.O. Box 3413**

**Warrenton, VA 20188**

**[hoaassistant@armiva.com](mailto:hoaassistant@armiva.com)**

**Office: (540) 347-1901**

**Fax: (540) 347-1900**

**OWNER:** \_\_\_\_\_

**DATE:** \_\_\_\_\_

**OWNER:** \_\_\_\_\_

**DATE:** \_\_\_\_\_

