

Newington Forest Community Association (NFCA)

8201 Southrun Road, Springfield, VA 22153

(703) 451-8563

www.NewingtonForest.org



Architectural Change Request Form

The following information MUST be provided with the Architectural Change Request Form.

1. A completed and signed Architectural Change Request form.
2. Complete and detailed building plans, including specifications, materials, and color samples, as applicable.
3. A Plat Map of your property showing where the improvement will be located.
4. Photos of your property and/or the proposed change, as applicable.
5. Two neighbors' acknowledgements.

**** If an applicant believes the requested information is not applicable, provide a brief explanation below. ****

FAILURE TO SUBMIT ALL OF THE REQUESTED INFORMATION (ITEMS 1, 2, 3, 4 & 5) MAY RESULT IN DENIAL OF YOUR REQUEST FOR AN IMPROVEMENT.

*** Use ONE form for each improvement request. (Applications with multiple proposals will be denied.)**

APPLICATION

Property Owner(s):			
Property Address:			
Email Address:		Phone Number:	

LOCATION OF IMPROVEMENT *(Check all that apply.)*

- Front of dwelling
 Back of dwelling
 Side of dwelling
 Roof of dwelling
 Other _____

TYPE OF IMPROVEMENT *(Submit a separate form for each improvement request.)*

<input type="checkbox"/> Addition	<input type="checkbox"/> Energy Saving Device	<input type="checkbox"/> Greenhouse	<input type="checkbox"/> Propane Tank	<input type="checkbox"/> Siding
<input type="checkbox"/> Awning	<input type="checkbox"/> EV Charger	<input type="checkbox"/> Handrail	<input type="checkbox"/> Retaining Wall	<input type="checkbox"/> Stoop/Walkway
<input type="checkbox"/> Basketball Hoop	<input type="checkbox"/> Exterior Lighting	<input type="checkbox"/> Home Security Camera	<input type="checkbox"/> Roof	<input type="checkbox"/> Solar Panels
<input type="checkbox"/> Deck	<input type="checkbox"/> Fence	<input type="checkbox"/> Landscaping	<input type="checkbox"/> Shed	<input type="checkbox"/> Swimming Pool
<input type="checkbox"/> Driveway	<input type="checkbox"/> Gazebo	<input type="checkbox"/> Play Equipment	<input type="checkbox"/> Shutters	<input type="checkbox"/> Window(s)
<input type="checkbox"/> Other:				

OTHER IMPORTANT INFORMATION

Color Name:	
Materials:	
Dimensions:	
<p>Identify if any items (1 through 5 listed above) are not provided, and briefly explain why. The owner may attach drawings prepared for the project or literature from a manufacturer to help describe the proposal. Provide a scaled drawing for all driveway and sidewalk expansions. <i>See Administrative Resolution No. 1, Architectural Standards, Driveways.</i></p>	
Additional Information:	

HOMEOWNER'S ACKNOWLEDGEMENT (PLEASE INITIAL):

	All work must be completed in a professional workmanlike manner, nothing will be installed beyond the property line, and no portion of the alteration will encroach on the NFCA common ground.
	All work must be completed within one (1) year of the date of approval.
	Affirm that you have read the Introduction and Information for Architectural Change Requests on page 3 of the application package.
	Drainage must not adversely affect neighboring property and/or the Common Area.
	Retain existing trees consistent with Policy Resolution No. 1, and the natural contour of the land.
	Stumps must be removed, ground down, or cut close to the ground (within 6 inches) and hidden from view (covered) consistent with Policy Resolution No. 1.
	The Association will perform a follow up inspection of this request for accuracy and compliance.

Additionally, I agree to obtain neighbors' signatures acknowledging that they are aware of the planned improvements. (Neighbors' signatures do not indicate agreement to any proposed improvements.)

<i>Homeowner Signature:</i>		<i>Date:</i>
<i>Neighbor Signature:</i>	<i>Date:</i>	<i>Address:</i>
<i>Neighbor Signature:</i>	<i>Date:</i>	<i>Address:</i>

RETURN COMPLETED FORM TO: Inspector@NewingtonForest.org

Do not write below this line – Association Office Use Only

Date Received: _____ **Action Number:** _____

- The NFCA is pleased to inform you that your change request has been **APPROVED** subject to the conditions cited on this application.
- The NFCA regrets to inform you that your change request has been **DENIED** for the following reasons:
- The change requested is in conflict with the NFCA Declaration, or Policy, or Administrative Resolutions of the Board of Directors.
 - Additional information or clarification is needed. See the attached **Additional Comments**. Until a new Architectural Change Request Form with this information is received, reviewed, and acted on by the Association in a timely manner, no action should be taken on beginning this change request.

Signature: _____ **Date Processed:** _____

Additional Comments:

PLEASE CONTACT THE NFCA OFFICE TO SCHEDULE A FINAL INSPECTION WHEN THE PROJECT IS COMPLETE.



NEWINGTON FOREST COMMUNITY ASSOCIATION, INC.

Introduction and Information for Architectural Change Requests

Articles V of the Declaration of Covenants, Conditions and Restrictions and Reservation of Easements (Declaration) identifies the Association's authority to regulate the external design, appearance, and location of the lots and structures thereon. Article VI of the Declaration identifies the general restrictions on the use of lots and the improvements on them. Administrative Resolution No. 1 contains the procedures for obtaining approvals to make changes or additions to lots and structures, including Architectural Standards that will be used to determine what changes are allowable. Any homeowner considering any exterior improvement to their property is urged to review the recorded deed restrictions (Declaration) and Administrative Resolution No. 1 prior to their initial request.

Many improvements on lots require Fairfax County review and permits. The Owner is responsible for obtaining any permits required by Fairfax County prior to beginning work on projects that need permits. Contact the Department of Planning and Zoning at (703) 324-1314 to identify which projects need permits. In particular Fairfax County requires plats to be submitted for additions and accessory structures, including the height and placement of existing and proposed fences and/or need for a survey. Technical Bulletin No. 18-02 outlines what is required to be shown on plats that are submitted with building permit applications. For more information contact the Zoning Permit Review Branch at (703) 222-1082. Plat maps are typically included with closing documents or accessible by calling the Fairfax County Office of Zoning at (703) 222-1082.

The Owner is also responsible for contacting Miss Utility (811 or 1-800-552-7001) if the project will involve any digging to avoid hitting any underground utilities.

Approval of any project by the Association does not waive the necessity of obtaining required permits and/or the need to contact Miss Utility. Obtaining a county permit or contacting Miss Utility does not waive the need for Association approval of a project that impacts the exterior appearance of a lot.

Routine applications may be reviewed and approved by Association staff with a goal to act on them within seven (7) days. See Administrative Resolution No. 4 for a list of exterior lot modifications the staff may process. The Architectural Review Committee (ARC) usually meets the second Tuesday of each month. To assist the staff with preparing Architectural Change Request Forms for the ARC's review, the applications are due the Friday before the meeting. Applications received after Friday may be not be processed until the next ARC meeting.

The Board usually meets the third Tuesday of each month. Appeals of staff or ARC denials, or unusual requests, should be forwarded to the Community Manager or Board President so they can be placed on an agenda. Depending upon what has already been scheduled for a Board meeting, the appeal or unusual request may have to wait until the next meeting for the Board's consideration.