



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

## Application for Exterior Modification

**Return completed Application to Town Hall:**

Address: 43055 Center Street, South Riding, VA 20152  
Phone: 703-327-4390  
Fax: 703-327-6116  
Email: communitystandards@southriding.net

Name: \_\_\_\_\_ Email: \_\_\_\_\_

Property Address: \_\_\_\_\_

Mailing Address (if different): \_\_\_\_\_

Daytime Phone: \_\_\_\_\_ Is this \_\_\_cell / \_\_\_work / \_\_\_home? (Check one)

Is this project existing: \_\_\_Yes / \_\_\_No Proposed Start Date: \_\_\_\_\_ Proposed Completion Date: \_\_\_\_\_

**Description of Project(s)**

Describe all proposed improvements, alterations or changes to your Lot. This includes a complete listing and description of materials to be used and overall dimensions - height, length, width, type, style, colors etc.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Application Checklist**

The following items must accompany all Applications. South Riding Proprietary "SRP" may require additional information as necessary to make a decision. Incomplete Applications will be returned to the applicant.

- ✓ Completed Application (every page must be completed)- Please note this includes signatures from all neighbors who will be affected by the change (i.e. those in direct view or adjacent to your Lot);
- ✓ Detailed description of the alteration or improvement. This includes a complete listing and description of materials to be used and overall dimensions - height, length, width, type, style;
- ✓ Professional or detailed design or architectural drawings or plans to scale showing the existing house and the proposed alteration (including professional elevation or construction drawings for applicable projects), with all dimensions – height, length, width, as applicable;
- ✓ Photographs of the existing condition (as applicable), marked to show the location of the proposed change;
- ✓ Brochures, catalogues, photos, or manufacturer's "cut sheets" of all exterior materials/items;
- ✓ Samples of all exterior proposed colors, specify if any wood items will be left natural/untreated;
- ✓ A copy of the Site Plan or Plat showing the exact location and dimensions of the proposed improvement drawn on the plat with the distance from the Lot lines clearly defined;
- ✓ If grading is involved, a plan showing the change in grade, any retaining walls/terracing that will be required.
- ✓ A landscape plan, as applicable or required, indicating the proposed type and location of existing or proposed vegetation;
- ✓ If fencing or screening is proposed, include drawings indicating dimensions, details, materials and proposed colors;
- ✓ Details of any associated lighting, specify the direction of light projection for any spotlighting;
- ✓ Fee or assessment if required (See next page for an excerpt from the Design & Maintenance Standards).

**Excerpt from the Design & Maintenance Standards (pg. 12) regarding Application and review fees**

Application and review fees are designed to cover costs of independent consultants, communications with homeowners who did not receive approval prior to starting their project, and any added costs reasonably related to the Application.

**After-the-Fact Application Assessment** - \$50 for projects started prior to receiving approval from SRP

**Independent Consultant Fee - Actual Cost** - Certain project Applications, as determined by Staff or the Committee, may require further review by an Independent Consultant. (See Section 9.1 (b) (2) of the Declaration) The project applicant is responsible for payment of the Independent Consultant Fee, which will be passed through to the applicant and corresponds to the actual amount charged to SRP by the Independent Consultant for this service.

**Neighbors Acknowledgements**

Please obtain the signatures of adjacent neighbors indicating their awareness of your proposed plans, not their approval or disapproval of the project(s).

I am aware that my neighbor is planning an exterior modification to his/her Lot. I also understand that my signature below does not mean that I agree with or support the proposed change(s), plans or Application. I have reviewed all the drawings and will notify SRP in writing within 72 hours of signing this Application if I have any concerns about the project. I understand that my concerns may be taken into consideration during the review process but they are not binding on any decision made by the Committee. I also understand that I have the right to appeal the Committee's ruling in accordance with the policy and procedures as outlined in the Declaration for South Riding and the Design and Maintenance Standards.

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Owners' Acknowledgements**

**I/we understand and agree to the following: (Please initial)**

1. \_\_\_\_\_ I acknowledge and agree to follow the architectural requirements and standards in the Design Standards and the Declaration and a review process established by the Board of Directors.
2. \_\_\_\_\_ No work on the modifications requested in this Application will begin until I receive written approval from SRP. If work is started prior to approval, I may be required to remove any or all of the modifications, if they are not approved, and restore my property to its original condition at my own expense. I may be held responsible for any legal fees incurred. A \$50.00 Application fee is required for each project started or completed before receiving approval.
3. \_\_\_\_\_ Approval is contingent upon the modifications being completed as approved by SRP; any variation from the original Application must be resubmitted for approval.
4. \_\_\_\_\_ Approval is contingent upon construction being completed in a timely and professional workmanlike manner, and the approval by SRP (if so granted) will automatically expire if the proposed project is not completed within twelve (12) months of approval.
5. \_\_\_\_\_ I am responsible for all landscaping, grading and drainage issues related to the improvements. All work associated with the project will be completed within the property lines. Any damage to adjoining properties or Common Areas will become the direct responsibility of the owner making the modification.
6. \_\_\_\_\_ I understand that members of the Community Standards Committee and Staff of SRP are authorized to enter my Lot to make routine inspections pursuant to Section 3.3 of the Declaration. I further authorize inspections as required to support this Application.
7. \_\_\_\_\_ It is my responsibility and obligation to obtain all building permits, to contact Miss Utility and to construct the improvements in a workmanlike manner in conformance with all applicable building and zoning codes.
8. \_\_\_\_\_ I/we agree to abide by all applicable County and State laws (e.g. zoning laws, ordinances, building codes) and that I/we will obtain any licenses, permits or approvals that may be necessary or required by state and local authorities.

**I/we prefer to have our decision letter: (Please check one)**

Emailed to \_\_\_\_\_

Mailed

The decision letter is generally completed the day after the Committee meeting and will be sent after 2:00pm.

Signature of Owner: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of Co-Owner: \_\_\_\_\_ Date: \_\_\_\_\_