

Buckley's Reserve Homeowners Association
FirstService Residential
11351 Random Hills Rd, Suite 500
Fairfax, VA 22030
Phone: 703-385-1133

EXTERIOR ALTERATION APPLICATION

Owner's Name(s): _____ Lot: _____

Street Address: _____

Home Phone: _____ Work Phone: _____ Email: _____

Note: Submit one application per improvement. Application must be received at least seven (7) days prior to the Architectural Review Committee's Monthly Meeting. INCOMPLETE APPLICATIONS WILL BE RETURNED.

The following is required for all applications:

- Type of Improvement: _____
- Mark location of proposed change on site plan of your lot and attach to this application.
- Estimated Start and Completion Dates: _____
- Attach sketches or drawing plans for the project.
- Provide details of proposed change including dimensions, elevations, type(s) of material(s), color, and distance to properties lines
- Applications require the signature of **all** adjoining neighbors visually affected by the proposed alteration with a minimum of three (3) signatures required on all applications. Their signatures do not reflect approval of the proposed project, but do serve as an indication of their awareness of the proposal.

Applications for fences:

The Architectural Review Committee (ARC) requires that neighbors approve of the construction of any fences that will connect to an existing fence or be erected as a common fence between properties. Furthermore, the ARC will require that the proposed fence meet prior existing neighboring conditions (e.g., connecting fences should be of the same style and height).

The following statement must be signed on all applications for fences and decks:

"I understand that the materials used to construct decks and fences should be left to weather naturally with the use of a clear or semi-transparent preservative unless prior written approval is granted by the ARC."

(Owner's Signature)

Notifications of Neighbors:

A homeowner submitting a design review application must provide notice of the application to two (2) lot owners whose lots immediately adjoin the applicant's (See Page 2) and one (1) additional homeowner visually affected by the proposed project. *Note: If unable to obtain signatures, please send notification of the proposed application to the neighbor via certified mail, return receipt requested, and attach a copy of the mailing receipt to this application. A neighbor's signature on this application DOES NOT indicate their approval of the proposed modification. Neighbors who wish to appeal a proposed project must do so in writing within 10 days of ARC's conditional approval of the project.*

I am aware that my neighbors are planning an exterior alteration. I have reviewed this application and all attachments and I will notify the ARC in writing within 7 days of signing this application, if I have any concerns about the proposed project. I understand that my concerns may be taken into consideration during the ARC review process, but they are not binding on any decisions made by the ARC. I also understand that I have the right to appeal the ARC decision as detailed in the current ARC Guidelines and Standards.

Neighbor's Signatures

(Please indicate if you are the property owner or tenant by circling the appropriate designation)

Signature:		Signature:	
Circle One: Owner Tenant		Circle One: Owner Tenant	
Address:		Address:	
Lot #:	Date:	Lot #:	Date:
Phone (H):	Phone	Phone (H):	Phone
Signature:			
Circle One: Owner Tenant			
Address:			
Lot #:	Date:		
Phone (H):	Phone		

Signature of Applicant's Understanding of ARC Procedures:

I understand that compliance with the Buckley's Reserve rules and regulations and approval by ARC does not necessarily constitute compliance with the provisions or building and zoning codes of Fairfax County. (The building ordinance of Fairfax County requires that you file plans with the Building Inspector at his office in the Fairfax County Government Complex. Call 703-222-0801 for construction requiring building permits.) Further, nothing herein contained shall be construed as a waiver or modification of any County restriction.

I understand and agree that no construction or exterior alteration shall commence until written approval of the ARC has been received by me, and that if unapproved alterations are made, 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 that I may be required to pay all legal expenses incurred.

I understand that members of the ARC are permitted to enter upon my property at any reasonable time for the purpose of inspecting the proposed project, the project in progress, and the completed project, and that such entry does not constitute a trespass.

The ARC is required to render a decision on all applications within 45 working days of receipt of a complete application.

I understand that "conditionally approved" alterations must be completed within 180 days of the date of approval by the ARC. Modifications to the original request must be submitted in writing to the ARC with the original proposal.

I understand that I must notify the ARC in writing within 30 days after completion of the improvement in order to request "final approval". At this point, the ARC will review the completed project to ensure that it meets the specifications set forth in the original application. Once the ARC grants final approval, the project will be recorded as such within the HOA's files.

Owner's Printed Name	Lot it	Address	Signature
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ARC Decision:

_____ Conditionally Approved _____ Disapproved _____ More information needed

Comments or stipulations: _____

ARC Signature: _____ Date: _____

_____ Final Approval

ARC Signature: _____ Date: _____