

**WEST OX CLUSTER HOMEOWNERS ASSOCIATION
APPLICATION FOR EXTERIOR MODIFICATION**

APPLICANT'S NAME: _____

ADDRESS OF PROPOSED CHANGE: _____

ALTERNATE MAILING ADDRESS (IF APPLICABLE): _____

HOME PHONE: _____

WORK PHONE: _____

CELL PHONE: _____

EMAIL ADDRESS: _____

FIRST SUBMITTAL: YES _____ NO _____

RESUBMITTAL: YES _____ NO _____

INSTRUCTIONS TO APPLICANT:

1. Consult the Covenants and ARB Rules for specific requirements for each proposed change.
2. Submit application form, drawings, and other required documents to:

**West Ox Cluster Homeowners Association
c/o SFMC, Inc.
9464 Innovation Drive
Manassas, VA 20110
OR
Email to ARCapplications@sfmcinc.com**

3. All alterations except paint changes and storm door/windows require a house location survey indicating the location of the proposed changes.

Describe Proposed Changes (attach additional sheets if needed):

Obtain signatures of property owners who will be most affected by the change:

Acknowledgement of at least four property owners who are most affected because they are adjacent and/or have a view of the change is needed. Your signature indicates an awareness of the applicant's intent and does not constitute nor indicate approval or disapproval.

*Note – if you do have some problem with this application please notify the ARB within seven days after signing. If we do not hear from you within this period we will assume there are no problems.

NAME	LOT NO.	I acknowledge that I have been advised of this change
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Estimated Start Date: _____ Estimated Completion Date: _____

(Allow 45 Days for ARB approval prior to start date)

1. Nothing herein contained shall be construed to represent that alternations to land or building in accordance with these plans, shall not violate any of the provisions or building and zoning codes of Fairfax County, to which the above property is subject. Further, nothing herein contained shall be construed as a waiver or modification of any said restriction.
2. The Building Ordinance of the Fairfax County, Building Department requires that you file plans with the Building Inspector at his office in the Fairfax Building (691-2748), Fairfax City for construction requiring a Building Permit
3. I understand and agree that no work on this request shall commence until written approval of the Architectural Review Board has been received by me.
4. I understand that any construction or exterior alteration undertaken by me or on my behalf before approval of this application is not allowed and that if alternations are made, I may be required to return that 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.
5. I understand that members of the ARB are permitted to enter upon my property at any reasonable time for the purpose of inspection of the proposed project, that project in progress, and the completed project, and that such entry does not constitute a trespass.
6. I understand that any approval is contingent upon construction or alternations being completed in a workman-like manner.
7. This application usually takes no longer than 30 days for review if recommended procedures are followed. Committee decision is required on all applications within 45 days of receipt of complete application.
8. The ARB shall return a copy of this application to you after review.
9. It is understood that I am aware of the West Ox Cluster Homeowners Architectural Covenants in regard to the review process as established by the Board of Directors.
10. The alteration authority granted by this application will be revoked automatically if the alternation requested has not commenced within 180 days of the approval date of this application and/or completed by the date specified by the panel.

HOMEOWNER'S SIGNATURE: _____

DATE: _____

If you disagree with the decision, an appeals procedure is provided by the West Ox Cluster Board of Directors. A verbal request for an appeal must be made within 48 hours of receipt of the ARB's decision. Followed by submission of a written request within 5 working days.

ARCHITECTURAL APPLICATION INSTRUCTIONS

WHAT TO INCLUDE IN AN APPLICATION FOR EXTERIOR MODIFICATIONS:

1. **A House Location Survey (Certified Plat).** A copy of your plat ***MUST*** be included for new construction and additions to be a present structure on the lot. Please submit plat for decks, fences, patios, play houses, sheds, landscaping, etc. The location of the proposed structure ***MUST*** be drawn/ outlined on the plat. Plats are not required for paint changes, storm doors/windows or other such modifications.
2. **Dimensions.** Provide all dimensions, including height, roof slope, etc. on new construction.
3. **Detailed Drawings.** A full set of architectural drawings must be included for some changes such as decks, fences, patios, etc. Landscaping plans including size and type of plants as well as number to be planted ***MUST*** be included.
4. **Description of Materials.** Provide a list of ***ALL*** materials to be used in the proposed construction.
5. **Description of Colors.** Applications for colors, which are not the original color of the house and/or trim ***MUST*** be accompanied by actual color samples/photos.
6. **Photographs.** Photographs of existing conditions are helpful to the Architectural Committee. Please be sure to include a brochure or a picture for new window modifications, & etc.
7. **Samples.** Provide a small sample of siding and/or shingle when changing the siding or the roof from its original color.
8. **Drainage.** Changes in grade or other conditions that will affect drainage ***MUST*** be indicated. Applications may be disapproved if adjoining properties are adversely affected by drainage changes.
9. **Signatures of Property Owners.** Obtain signatures of all property owners who will be most affected by the change. A minimum of ***TWO*** signatures ***IS*** required with the application. **Neighbors signatures are to acknowledge that the work is going to be commenced at the time referenced on your application, not to approve or disapprove of the modification.**
10. **Railing Detail.** Please be sure to reference the style of railings you propose to install on your deck.

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- a. For **decks and fences** include numbers 1 – 6 and 8 – 10.
 - b. For **landscaping** include numbers 1 – 3, 6 and 8 - 9.
 - c. For **sheds and doghouses** include numbers 1 - 4, 6 and 8 -9.
 - d. For **storm, screen, & front doors** include numbers 2, 5 – 6 and 9.
 - e. For **lattices** include numbers 2 – 4, 6 and 9.
 - f. For **recreation and play equipment** include numbers 1 – 6 and 9.
 - g. For **patios** include numbers 1- 4, 6 and 9.
 - h. For **siding** include numbers 5, 7 and 9.
 - i. For **shingles (on roof)** include numbers 5, 7 and 9.
 - j. For **windows** include numbers 5, 6 and 9.
 - k. For **satellite dishes** include numbers 1, 5, 6, and 9.
 - l. For **pools** include numbers 1-4, 6, and 8 & 9.
 - m. For **driveways** include numbers 1-4, 6 and 8 & 9.
 - n. For **attic vents/fans and/or skylights** include numbers 2, 3, 5, 6 & 9.
 - o. For **home additions and/or detached garages** include numbers 2-6, 8 & 9.
 - p. For **color changes** include numbers 5 & 9.

**** PLEASE BE SURE TO SUBMIT ALL ITEMS LISTED NECESSARY FOR THE APPROVAL OF YOUR EXTERIOR MODIFICATION, OR YOUR APPLICATION WILL BE RETURNED AS INCOMPLETE! ****