

## APPENDIX III - DESIGN REVIEW APPLICATION HERITAGE HUNT HOMEOWNERS ASSOCIATION

To: Covenants Administrator  
Heritage Hunt Homeowners Association  
6901 Arthur Hills Drive  
Gainesville, VA 20155

From: \_\_\_\_\_ Attached Villa yes no  
Property Address: \_\_\_\_\_ Home phone: \_\_\_\_\_  
Mailing Address (if different): \_\_\_\_\_ Work Phone: \_\_\_\_\_  
Home Model: \_\_\_\_\_ Cell Phone: \_\_\_\_\_  
Color of House Siding: \_\_\_\_\_ Color of Trim: \_\_\_\_\_  
Email Address: \_\_\_\_\_

### **General:**

The Declaration of Covenants requires that you submit to the Architectural Review Committee (ARC) an application for approval for all proposed exterior additions, changes or alterations to your house and lot, except where the Design Guidelines specifically state that a DRA is not required.

The ARC meets on the 2<sup>nd</sup> and 4<sup>th</sup> Wednesday of each month except November and December the ARC meets on the 2<sup>nd</sup> Wednesday of those months only. Design Review Applications are due in the HHHOA office by 12:00 p.m. on the Monday, which is 9 days in advance of the next scheduled ARC meeting. This application must include detailed information describing your proposed change(s). Typically, the information to be attached to the application includes plans and specifications including: side and rear elevations, sketches, photos, catalog illustrations, etc. showing the nature, kind, shape, color, dimensions, and materials to be used along with a copy of the house location survey (recorded plat) with the location of the planned project marked.

An application submitted without all required supporting documentation will be considered incomplete. The ARC's review period will not commence until all required information has been provided. If you have any questions regarding the required information to be included with your application, you should seek guidance from the HHHOA Covenants Administrator located at the Marsh Mansion or a member of the ARC prior to submission of your **Design Review Application**.

Prior to review and approval/disapproval of your application, a member of the ARC will come to your home to review the project with you to ensure that your plans and design are fully understood for presentation to the ARC.

**Once your application is approved, there shall be no deviations from the plans, specifications, and location approved by the ARC without prior written consent of the Committee.** Any variation from the original application must be resubmitted for approval. It is your responsibility to ensure your contractor abides by the Design Guidelines and the project plan approved by the Committee.

**Note: Just because you have seen a specific modification to a home or lot within the community, it does not mean it was approved and that a like plan by you will be automatically approved.**

### **Description of proposed change:** (Please print or type)

*At the top of the next page, describe all proposed improvements, alterations or changes you plan to make to your lot or home. Provide required details by attaching sketches, drawings, clippings, pictures, catalog illustrations and a copy of your house location survey (recorded plat) with the*

**location of the modification marked to fully describe the proposed change.**

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**Purpose of improvement(s):** \_\_\_\_\_

**Contractor's name:** \_\_\_\_\_

**Estimated starting date of construction:** \_\_\_\_\_  
(After approval by the Architectural Review Committee.)

**Estimated completion date:** \_\_\_\_\_

**Notification of Neighbors:** As a courtesy to your neighbors, you **must** make a good faith effort to notify all lot owners who will routinely see the completed project and make them aware of your proposed change to your home or lot. This requirement applies to major projects such as construction of a patio, deck, porch, or sunroom; installation of a hot tub; installation of trees or a significant amount of landscaping, fences, etc. It does not apply to minor projects that do not change the external appearance of the lot such as concrete replacement, doors, windows, railings, skylights/solar tubes, attic fans, etc. Owners of attached villa living units must notify all owners in their villa complex when re-roofing their unit.

Making neighbors aware of your project does not provide them the opportunity to approve or disapprove your application. Approval or disapproval of applications is the purview of the ARC and/or the Board of Directors. Making neighbors aware of your project provides them the opportunity to know about your proposed project and to appear and speak about your proposed project at an ARC meeting where your application is being reviewed, or to provide a written input to the Covenants Administrator prior to your application being reviewed by the ARC.

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Lot: \_\_\_\_\_  
Signature: \_\_\_\_\_

**Check List:** Use check marks in the check list below to indicate what supporting documentation has been included with this application.

**House Location Survey (recorded plat)**

\_\_\_\_\_ Attach a signed copy of the house location survey (recorded plat) of your property with surveyor's seal showing the location of the proposed project. This is required for all applications that will change the structure / footprint of the house such as addition of a deck, porch, or sunroom. It is also required in the case of adding auxiliary structures or features such as landscaping beds, patios, fences, and drainage systems, addition or revision of walkways, etc. It is not required for applications that do not alter the footprint of the house, such as addition of railings to a front porch or a total roof shingle replacement.

**PWC Zoning and Building Permits / Miss Utility**

\_\_\_\_\_ It is the homeowner's responsibility to obtain required zoning and building permits and ensure that all projects meet current PWC codes. Owners should check with Prince William County before planting/building/installing

anything within a storm drainage, sanitary sewer, or access easement shown on their plat. Applicants that will plant/build/install in an easement must attach a copy of the PWC approval to this application. Applicants who plan to install an above ground fence or a patio must attach a copy of the PWC Zoning approval to this application. It is also the homeowner's responsibility to notify Miss Utility (811) prior to doing any kind of excavation (digging).

### **Porches/Decks/Sunrooms**

\_\_\_\_\_ **Drawings:** At a minimum, required drawings shall include: 1) a plan view drawing which shows the location and shape of the deck/porch/sunroom and shows the planned setback from the rear property line. 2) Side and rear elevation drawings of the screened porch/deck/sunroom being attached to the existing home. 3) Stair details to include whether the stair will be open or closed. 4) Railing details to include the size and shape of pickets. These drawings do not need to be professionally done, but must be to scale showing dimensions. Pictures of similar projects may also be submitted as examples. This collection of drawings and documentation should be sufficient for the ARC to visualize what the project will look like upon completion.

\_\_\_\_\_ **Deck / Porch Colors:** All vertical exterior surfaces of decks and porches below the soffit, including pickets and rails, are required to be white or painted/stained the color of the house trim. The color to be used must be stated on the application. Walking surfaces can remain natural wood color or be composite material. The color of walking surfaces must be stated on the application. For porches, rakes, fascia, soffits, and gutters are to match those existing on the house. Downspouts may be white if the porch trim is white.

\_\_\_\_\_ **Under Deck/Porch/Sunroom Areas:** If lattice or siding will be used to screen the area under a deck/porch/sunroom, it must be stated on the application. Siding must match the house siding. For decks and porches, the lattice and frame must be the same color as all other vertical surfaces. For sunrooms, the lattice and frame must be the same color as the house trim. If rock/stone or some other material will be used under the deck/porch/sunroom, it must be noted on the application. If landscaping will be used to screen the area under a deck/porch/sunroom, a detailed landscaping plan must be included in the application. (See landscaping below.)

\_\_\_\_\_ **Sunroom Siding:** The siding used on sunrooms must match that which is currently installed on the home in style and color. All windows must match the windows installed in the home in style and color.

\_\_\_\_\_ **Materials:** Ensure that all materials that will be visible from the exterior are specified and where feasible, provide samples or pamphlets for items such as shingles, siding, screens, gutters and downspouts, doors, windows, etc. Make sure they will match the home in style. State on the application what color will be used.

\_\_\_\_\_ **Roof Overhang (Eave):** A 1 foot overhang is required on all exposed sides, except where PWC code prohibits an overhang. The overhang must be shown on one of the drawings.

\_\_\_\_\_ **Roof Tie-in:** For porches or sunrooms, include a picture/drawing showing how the new roof will be tied into the existing roof.

\_\_\_\_\_ **Roof Pitch / Color:** Roof pitch on porches and sunrooms must be compatible with that of the existing roof. Note the pitch of the existing roof and the planned pitch of the porch/sunroom roof on the drawings submitted. Shingles used on the new porch/sunroom shall match those currently installed on the house as close as possible.

\_\_\_\_\_ **Doors, Windows, and Stairs:** Include drawings, pamphlets, or photographs that clearly describe the style, dimensions, and color of doors, windows and stairs.

\_\_\_\_\_ **Deck Height:** At least one drawing should show the height of the walking surface above the ground.

\_\_\_\_\_ **Drainage from downspouts:** Describe how drainage from the porch or sunroom downspouts will be controlled.

\_\_\_\_\_ **Railings:** Include in the application drawings, pamphlets, or photos that clearly describe all aspects of the railing to be used. Include the height of the rail; color and material of rail; size, style, material and spacing of pickets; color and material of rail posts and post caps.

\_\_\_\_\_ **Electrical Devices:** Note the location and type of all electrical devices to be used to include stair lighting, eave lights, fans (with/without lights), electrical plugs, etc..

### **Patios**

\_\_\_\_\_ Provide a plan view drawing showing the location, shape, dimensions and distance to the rear property line.

\_\_\_\_\_ Provide a listing of all materials and the colors of materials that will be visible upon project completion.

\_\_\_\_\_ Describe how rainwater run-off from the patio will be controlled.

**Fences (Above Ground Fences Must be White)**

- \_\_\_\_\_ Indicate the planned location of the fence on the house location survey (recorded plat).
- \_\_\_\_\_ Locate and mark the survey lot pins or have a survey done to locate the corners of the lot.
- \_\_\_\_\_ State on the application the type of materials to be used in the fence and gate(s).
- \_\_\_\_\_ Provide a drawing, pamphlet, or photo showing the style of fence and gates to be used.
- \_\_\_\_\_ State the size, style, and spacing of pickets on the application.
- \_\_\_\_\_ Note the location of fence gates, hardware color, and direction the gate will swing.

**Landscaping**

- \_\_\_\_\_ Provide a plan view drawing showing the location, shape, and dimensions of planting beds, walkways, paving stones, and lights. Indicate the location and width of new plants at maturity and the location and width of existing plants at maturity.
- \_\_\_\_\_ Provide a listing of all plants to be planted, including genus, species and variety. On the list of plants, indicate the height and width (spread/drip line) of plants at maturity.
- \_\_\_\_\_ Define the materials/color of any edging, ground cover (mulch, gravel, stone), stone or masonry landscape structures, or retaining walls to be used.

**Other Projects**

- \_\_\_\_\_ For all other projects not listed above, provide a complete description of the planned project, color, size, location, materials, etc.

**Owners' Acknowledgments:**

**By signing below I/we understand and agree:**

1. That approval by the ARC shall in no way be construed as passing judgment on the correctness of the location, structural design, and suitability of water flow or drainage, location of utilities, zoning land code compliance or other qualities of the proposed change being reviewed.
2. That approval of any particular plans and specifications or design shall not be construed as a waiver of the right of the ARC to disapprove such plans and specifications, or any elements or features thereof, in the event such plans are subsequently submitted for use in any other instance.
3. That no work on the proposed change shall begin until written approval of the ARC has been received by me; that, if work is begun prior to approval, 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 I may be required to pay all legal expenses incurred.
4. That there shall be no deviations from the plans, specifications, and location approved by the ARC without prior written consent of the ARC. Any variation from the original application must be resubmitted for approval.
5. That I authorize members of the ARC or the Covenants Administrator to enter upon my property to make one or more routine inspection(s) as work is being done or after the project is completed.
6. That construction or alterations in accordance with the approved plans and specifications must be completed within 6 months of the approved date, otherwise the approval by the ARC shall be deemed conclusively to have lapsed and to have been withdrawn.
7. That it is my responsibility and obligation to obtain all required zoning and 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. That I am responsible for any damage and all cost to repair green space or community property that result from the proposed modification.
9. That I have read the currently effective Design Guidelines and I have included the required information and documentation with this Design Review Application.

**Owner/Applicant Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**Co-Owner/Applicant Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**Submit completed Design Review Applications at the Main Clubhouse front desk or the HOA offices at the Marsh Mansion.**