

DESIGN REVIEW APPLICATION BELMONT COMMUNITY ASSOCIATION

An application fee of **\$25 per application** must be attached. Checks should be made payable to Belmont Community Association and should accompany each application.

CONTROL# _____ Check# _____

To: Covenants Committee
Belmont Community Association
20071 Medalist Drive
Ashburn, VA 20147

The Covenants Committee meets the second and fourth Wednesday of each month. The cut-off date for submission to each meeting is the Friday before the meeting.

From: Asim Aziz Lot: 118 Phase/Sec.: Hunt
Address: 43883 Hibiscus Drive Home phone: 703-399-0858
Mailing Address: _____ Work phone: 410-919-4003
(if different)
Golf Course Lot: ~~Yes~~ No

Directions:

The Declaration of Covenants requires that you submit to the Covenants Committee for approval all proposed exterior additions, changes or alterations to your house and lot. In order to be considered by the Covenants Committee your application must include detailed information describing the proposed change (typically, plans and specifications including sketches, photos, catalog illustrations, etc. showing the nature, kind, shape, color, dimensions, and materials; and a copy of the survey with the location marked). **Make sure your application is complete and be sure to use one form for each improvement, alteration, or change.**

An application submitted without all required submissions will be considered incomplete. In such case, the Covenants Committee's review period will not commence until all required submissions have been provided. Other exhibits may be requested to permit adequate evaluation of the proposed change. If you have any questions regarding the required submissions or the application process, you are advised to seek guidance from CMC prior to submission of an application.

Description of Proposed Change: (Please print or type)

Describe all proposed improvements, alterations, or changes to your lot or home. **Please 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, etc. to fully describe the proposed change.**

This is a proposal to install a 30' tall flagpole for the display of the American flag. The flagpole tapers from 4" to 1.5" O.D. A plat, picture, catalog illustration, and other details are in the attached letter.

Purpose of Improvement: To display the American flag.

ESTIMATED STARTING DATE OF CONSTRUCTION: December 5, 2010

(After approval by the Covenants Committee)

ESTIMATED COMPLETION DATE: December 31, 2010

Adjacent Neighbors' Acknowledgments:

You are requested to obtain the signatures of all lot owners whose lots are adjacent to your lot. Signature by your neighbors indicates an awareness of your proposed change and **does not** constitute approval or disapproval on their part.

Name: Ron Barrow
Address: 43887 Hibiscus Drive
Lot: 119
Signature: A letter recommending approval accompanies (over) this application.

Name: Stephen & Tara Moysey
Address: 43879 Hibiscus Drive
Lot: 117
Signature: The Moysey family has been briefed. They decline to sign anything.

Owners' Acknowledgments:

I/we understand and agree (*please initial*):

1. _____ that approval by the Committee shall in no way be construed as to pass judgment on the correctness of the location, structural design, suitability of water flow or drainage, location of utilities, or other qualities of the proposed change being reviewed.
2. _____ that approval by the Committee shall in no way be construed as to pass judgment on whether the proposed change being reviewed is in compliance with the applicable building and zoning codes of the county in which the property is located.
3. _____ that approval of any particular plans and specifications or design shall not be construed as a waiver of the right of the Committee 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.
Applicant acknowledges the position of the Committee
4. _____ that no work on the proposed change shall begin until written approval of the Committee 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. See Virginia Code s. 55-513.1 and 4 U.S.C. s. 5
5. _____ that there shall be no deviations from the plans, specifications, and location approved by the Committee without prior written consent of the Committee; any variation from the original application must be resubmitted for approval.
6. _____ that I authorize members of the Committee or managing agent to enter upon my Property to make one or more routine inspection(s).
7. _____ that construction or alterations in accordance with the approved plans and specifications must commence within 6 months of the approved date of this application and be completed within 12 months of the approved date, otherwise the approval by the Committee shall be deemed conclusively to have lapsed and to have been withdrawn.
8. _____ that it is my responsibility and obligation to obtain all required building permits, to contact *Miss Utility*, and to construct the improvements in a workmanlike manner in conformance with all applicable building and zoning codes.
9. _____ that I am responsible for any damage and all cost to repair greenspace or community property that results from the proposed modification.
10. _____ that I am responsible for meeting all building codes and for obtaining building permits where applicable.
11. _____ The HOA guideline on flagpoles violates state and federal law.
that the proposed structure is in compliance with all HOA guidelines.
Applicant requests a waiver. See accompanying letter.
12. _____ that the proposed improvements will not be placed in any easements or line of site/ common area right of ways.
13. _____ that structures such as decks, patios, outdoor structures and major landscaping changes may require a plan certified by a licensed professional engineer, landscape architect or land surveyor.
14. _____ that I am responsible to remedy any adverse drainage condition that is created by the proposed modification.

Owner/Applicant Signature _____ Date _____

Co-Owner/Applicant Signature _____ Date _____

Required Attachments: Descriptive information (typically plans and specifications, including sketches, photos, catalog illustrations, etc. showing the nature, kind, shape, color, dimensions, materials, and a copy of the plat plan with the location marked. All deck plans 4ft or more above grade must have an elevation drawing with the design packet.)

Belmont Community Association

ARC Completion Sheet

To be completed by the applicant

Homeowner: Asim Aziz

Golf course lot: Yes No

DECKS

Railing Type:
 Wood Metal Vinyl

Deck color white is noted on application yes no

Flooring and Rail Cap Material and Color:
Brand Color Natural Saddle
 Winchester Gray Madeira

Is the location of the sunbursts noted on application yes no n/a

Is there an elevated drawing (for decks over 4 ft) yes no

****Plat plan with location of addition/change marked yes no**

LANDSCAPING

Number of trees Size of the trees (caliper) yes no

Type of trees/shrubs Size of the container yes no

Illustration of location of trees yes no

****Plat plan with location of addition/ change marked yes no**

FENCES

Is fence white yes no Plat plan with location yes no

Is it a Mt. Vernon dip? yes no Type of material

Number of gates

****Plat plan with location of addition/change marked yes no**

OTHER Flagpole to display the American flag.

 (ie: patios, playsets, etc)

Flagpole: Tapers from 4" to 1.5" O.D., 30'tall

Are the dimensions included yes no Flag: 3' x 5'

Materials and Color: See below. Picture included yes no

****Plat plan with location of addition/change marked yes no**

Flagpole: aluminum (a silver color, just like the five flagpoles erected and maintained by the Association)

Flag: red, white and blue (provided by the U.S. Navy Memorial, Washington, DC, and made in the U.S.A.)

THINGS ALL BELMONT RESIDENTS SHOULD KNOW ABOUT THE ARCHITECTURAL REVIEW COMMITTEE (ARC) PROCESS

Edited By: Mariam Cherian, Assistant Manager for Belmont Community Association (BCA)

(This is the second "Top Ten..." article with Belmont News. Each issue BCA, your homeowners Association will examine a key component of our beautiful community and provide answers to frequently asked questions and information all residents should know. This article focuses on the application & review process for almost all external changes such as decks, fences, landscaping, etc. Suggestions on what to write about are strongly encouraged!)

- 1) The ARC meets every second & fourth Wednesday of the month to review applications. Applications are due into BCA by the close of business of the Friday preceding the ARC meeting.
- 2) The three-page application is available by email request to mcherian@cmc-management.com, at the BCA Office or on the Intranet. A complete application includes all pages of the application form, your survey plat with the project sketched in, a specific description, and a \$25.00 check payable to BCA, that also includes appeals if necessary. Pictures and samples are welcome. Decks higher than four feet must have an elevation drawing included that shows the height. Incomplete, illegible or not understandable applications will be returned with a request for more information.
- 3) The application package needs to be self-explanatory and stand alone to be efficiently evaluated by the ARC. Verbal explanations to BCA staff or committee members can't be relied on to be explained to the ARC. Having the application fully completed in writing also allows it to be filed and referenced in the future.
- 4) The ARC looks for three key pieces of information in your project application: (1) dimensions, (2) type of materials used, and (3) colors. Use a separate piece of paper if necessary to identify these items. Resist writing "See Attached" in the description area if it means the ARC will need to hunt & decipher your package to answer these variables. Four – six people must review 20 – 35 applications each meeting and if they have to struggle to understand your application, they may have to reject it as needing more information. Please itemize all pertinent information in a brief and concise manner, with a minimum of paperwork. This will facilitate the ARC members in their review. Pictures and samples are welcome and encouraged.
- 5) The reference for what the community's guidelines are, are in the current BCA Homeowners Manual. The Manual provides detailed design guidelines for many anticipated architectural changes made to properties. Each homeowner is provided a Manual upon the purchase of their home. The Board of Directors periodically updates the manual. The most recent Homeowners Manual may be printed from the BCA website: www.belmonthoa.org . Be sure you are working with an updated application and Manual.
- 6) The homeowner will receive one of the following outcomes to an ARC application: (1) Approves, (2) Approves with Stipulation, (3) Denies, or (4) Requires More Information. The ARC strives for consistent judgments, but recognizes this does not always happen. Sometimes they allow an exception based on specific criteria. In these cases, the exception does NOT mean future requests for exceptions are granted. Sometimes the guidelines change and sometimes they make a mistake (if and when mistakes are made, this does NOT establish precedent).
- 7) The most frequent reasons for denying an application are: (a) missing or confusing information in the application itself, (2) encroachment of existing utility and drainage easements, (3) structures extending beyond the side plane of the house, and (4) fences extending beyond the back plane of the house.
- 8) The BCA staff is available to review applications and assist in interpreting the guidelines. Please give us a call at 703-723-8300 and ask for a five-ten minute appointment to review your application package. While the BCA staff does not cast a vote on your application, they are very familiar with the guidelines and application requirements, and their goal is to help the homeowner submit a complete (and successful) application package.