

Brambleton Community Association Design Review Application

In reviewing this application, the Covenants Committee will examine the conformance of the application to the adopted Design Guidelines as well as any covenants or use restrictions in the recorded Declaration. The current Design Guidelines are available on the Brambleton Community website.

Name: _____ Section: _____ Lot: _____

Date Received: _____

Address (and mailing address if different): _____

E-Mail: _____ Daytime Phone: _____ Evening Phone: _____

Proposed Start Date: _____ Proposed Completion Date: _____ Work to be done by: Self Contractor

Style of Home: Townhome Single Family Golf Course

Description of Project: Deck Fence Patio Shed Play Equipment

Painting/Staining Awning Gazebo Retaining Walls Landscaping

Screened Porch Sunroom/Greenhouse Pergola Other: _____

Project 1 Proposed / Existing **Project 2** Proposed / Existing **Project 3** Proposed / Existing

Dimensions: _____ Color: _____ Materials: _____ _____	Dimensions: _____ Color: _____ Materials: _____ _____	Dimensions: _____ Color: _____ Materials: _____ _____
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Application must include the following:

1. Property plat with project drawn to scale.
2. Any painting/staining requests must include a color sample.
3. Any relevant drawings, photos, brochures, elevations, relationship to existing structures, dimensions, etc.
4. Signatures of all adjacent and visually affected neighbors. *Their signatures indicate their awareness of your proposed plans, not their approval.*

I am aware that my neighbor is planning an exterior modification to his/her lot. I have reviewed the application and will notify the Association 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 Covenants 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 Brambleton and the Design Guidelines.

Signature: _____

Signature: _____

Address: _____

Address: _____

Section: _____ Lot: _____ Date: _____

Section: _____ Lot: _____ Date: _____

Signature: _____

Signature: _____

Address: _____

Address: _____

Section: _____ Lot: _____ Date: _____

Section: _____ Lot: _____ Date: _____

Signature: _____

Signature: _____

Address: _____

Address: _____

Section: _____ Lot: _____ Date: _____

Section: _____ Lot: _____ Date: _____

Owners' Acknowledgments:

I/we understand and agree to the following:

1. _____ that there are architectural requirements and standards addressed in the Design Guidelines and the Declaration and a review process established by the Board of Directors and I agree to follow them.
2. _____ that approval by the Covenants 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.
3. _____ that approval by the Covenants 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.
4. _____ that approval of any particular plans and specifications or design shall not be construed as a waiver of the right of the Covenants 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.
5. _____ that no work on the proposed change shall begin until written approval of the Covenants 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.
6. _____ that there shall be no deviations from the plans, specifications, and location approved by the Covenants Committee without prior written consent of the Covenants Committee; any variation from the original application must be resubmitted for approval.
7. _____ that I authorize members of the Covenants Committee or managing agent to enter upon my Property to make routine inspection(s).
8. _____ 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 Covenants Committee shall be deemed conclusively to have lapsed and to have been withdrawn.
9. _____ 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. The approval of the Covenants Committee satisfies only the requirements of the Brambleton Community Association.
10. _____ that I am responsible for any damage and all cost to repair green space or community property that result from the proposed modification.
11. _____ that it is my responsibility and obligation to ensure that modifications are only made within the confines of my property and may not conflict with any recorded easements, including sight distance easements, and I am solely responsible for ascertaining the location of such property lines and easements. The Brambleton Community Association, its Board of Directors, Covenants Committee, employees or agents accept no responsibility for violations of recorded easements and clearance requirements. Additionally, modifications may not adversely affect the drainage in the area so as to impact neighboring lots.

Owner/Applicant Signature _____ Date _____

Co-Owner/Applicant Signature _____ Date _____

Please note: A letter with a reporting of the Committee's decision will be mailed to you after the Committee review.

<p>Return this form to: Brambleton Community Association 42395 Ryan Road, Suite 210 Brambleton, VA 20148 703-542-6263</p>

[Committee Use Only]

<input type="checkbox"/> Approved	Date of Review: _____
<input type="checkbox"/> Denied	Covenants Committee Signatures: _____
<input type="checkbox"/> Approved with Conditions	_____

Conditions/Comments: Decisions are subject to appeal by affected homeowners in accordance with the provisions outlined in Policy Resolution #5.

Q &A - Brambleton's Design Review Application Process

Q. Why do I need to apply for improvements on my property?

A. As a planned community Brambleton has recorded covenants which require its owners to take certain actions to preserve the aesthetic nature and character of the community. One of these required actions is that owners must seek approval from the Covenants Committee prior to making exterior modifications.

Q. How do I apply?

A. To submit a proposed exterior modification to the Covenants Committee for review, an owner must complete the Design Review Application. This form is available on the Association's website, in our office or in response to requests submitted to designreview@brambleton.org.

Brambleton's Design Guidelines contain specific information on a variety of exterior modifications and owners should familiarize themselves with the guidelines related to their proposed improvement before completing a Design Review Application.

Completed Applications may be submitted via email to designreview@brambleton.org by fax to 703-542-6266 or to the management office at 42395 Ryan Road, Suite 210, Brambleton 20148. A drop box is located outside of our lobby entrance for after-hours submissions and materials are retrieved each business morning.

Q. Who reviews my application?

A. Brambleton's Covenants Committee members are homeowners that have been appointed by the Board of Directors. The Committee members volunteer their time to meet once each month to review and render decisions on proposed exterior modifications.

Q. When will my application be reviewed and when will I receive the decision information?

A. Covenants Committee meetings are held once each month. Their meeting schedule is published on the Association's website and in our monthly e-newsletter. Any changes are shared at www.brambletonhoa.com and on Brambleton Community Association's Facebook page.

Decision letters are mailed within the week of the meeting. Decision letters for Applications that have been approved as submitted will be mailed via First Class US Mail to the Brambleton address of the applicant. Decision letters for Applications which have been approved with conditions or denied must be sent via Certified Return Receipt Mail so that the Association has proof of mailing. As a courtesy, a copy of the letter will also be sent via First Class US Mail.

To obtain decision information prior to receipt of the letter, applicants may submit an email request to designreview@brambleton.org on the business day following the Committee meeting.

Q. Do I have to go to the meeting?

A. Applicants are not required to attend the Covenants Committee meeting to have their application reviewed. The Committee meeting is an open meeting of the Association and residents are welcome to attend.

For applications received three days prior to the scheduled meeting, staff will review the application and contact owners to request additional information to complete the application. For projects with major construction, unique or complex features, staff or the applicant may initiate a request for a review appointment with the Covenants Committee.

Q. What if I want an expedited review, or want to submit my Application on the day of a meeting?

A. Walk-in applications are accepted at the meeting; please note that the Committee may not be able to review with you directly as their agenda typically includes scheduled appointments and business items.

In response to requests for expedited review, the Committee members have agreed to perform an expedited review of applications outside of their regularly scheduled meetings if the following conditions are met;

Review outside of a meeting will be limited to the first ten applications submitted for expedited review each month and;

Applications received with request for expedited review will be reviewed by the Covenants Committee at one time in the intervening weeks between regularly scheduled monthly meetings – typically 2 weeks after the last meeting and 2 weeks before the next meeting and;

All seven members must be available to perform the review;

All seven members must agree unanimously to approve the application and;

Any one member may opt to defer review until the next regularly scheduled Covenants Committee meeting;

The timeframe for response to a request for expedited review varies. The Committee members will make every effort to provide a timely response however, as the Committee members are volunteers, not employees of the Association, their availability outside of a meeting is not certain. Please be aware that not every request for expedited review can be honored. Applications which cannot be reviewed in an expedited manner will automatically be referred to the next regularly scheduled Covenants Committee meeting.

If you have questions or need more information about the Design Review Application process, please contact designreview@brambleton.org or 703-542-6263.