

DESIGN REVIEW BOARD APPLICATION
SUBMITTAL REQUIREMENT CHECKLIST - PART I

To ensure prompt processing of an application, the Applicant must provide all the relevant information, as it applies to the project, as described in the submittal checklist. **Incomplete applications will be returned to the Applicant, causing delay to the review process.** Ensuring the accuracy of the application is the responsibility of the Applicant. This submittal checklist supersedes all individual Design Guideline checklists:

<https://www.reston.org/PropertyOwnerResources/DesignReview/DesignGuidelines/DesignsGeneralInformation/tabid/431/Default.aspx>

Please submit a copy of the completed checklist along with your project plans to your Covenants Advisor to schedule a design review. Design Review agendas are limited in space and it is recommended that you submit your application well in advance of your planned project installation date.

General Project Categories

Existing Projects or Changes to an Approved Project

- Include plat/house location survey (clearly and legibly drawn to scale) with the following:
 - Property lines with dimensions to project, to include site details (fences, retaining walls, etc.)
 - Existing improvements with dimensions, material and color
- Provide color photos of the existing project
- Provide color photos and information about the conditions prior to the existing changes

Additions, Screened Porches, Enclosures

- Include plat/house location survey (clearly and legibly drawn to scale) with the following:
 - Property lines with dimensions to proposed project, to include site details (fences, retaining walls, etc.)
 - Existing and proposed improvements with dimensions
- Exterior elevations of all sides pertaining to the proposed addition with dimensions and photo simulation where appropriate. Drawings must be clearly and legibly drawn to scale.
- Door, window, light, gutter & downspout locations, styles and finishes
- Roof plan
- All materials and colors will match the existing house
- Provide color photos of product specifications and identify proposed material, style and color

Community Standard (Cluster or Condominium)

- Provide color photos of proposed products identifying manufacturer, series, style and color
- Provide a summary identifying the reason for the proposed changes/replacements and outline any necessary stipulations
- Provide color photos of any existing standard products identifying manufacturer, series, style and color
- Provide sample elevation photos

Decks

- Include plat/house location survey (clearly and legibly drawn to scale) with the following:
 - Property lines with dimensions to proposed project, to include site details (fences, retaining walls, etc.)
 - Existing and proposed improvements with dimensions
- Exterior elevations of the proposed deck with dimensions (width, depth and height) and photo/drawing simulation indicating where it will attach to the house. Drawings must be clearly and legibly drawn to scale
- Provide material specifications and identify proposed product, style and color
- Provide color photos of product material and color for deck boards, railings, pickets, rail caps, stairs and support post material and color (wood, composite, PVC, vinyl, etc.)
- Show proposed lighting locations, fixture type, finish and include manufacturer specification information

Docks

- Include plat/house location survey (clearly and legibly drawn to scale) with the following:
 - Property lines with dimensions to proposed project, to include site details (fences, retaining walls, etc.)
 - Existing and proposed improvements with dimensions
- Detailed drawings to scale (both plan view and cross section drawings) demonstrating the construction of the dock
- Provide material specifications, including fasteners, and identify proposed product, style and color
- In addition to required application signatures, obtain signature of RA Watershed Manager
- Provide a statement indicating that you have verified your deeded right to construct a dock on the property. If you live in a cluster, provide a statement from the cluster verifying you have the right to construct an individual dock.
- Provide color photos and information about the existing shoreline treatment whether bulkhead, rip rap, vegetation or other
- Submit a final dock location survey to RA Watershed Manager within 30 days of construction completion

Doors

- Provide color photo of product manufacturer, series, style and photo (pedestrian, slider, hinged, garage)
- List frame material and color (wood, aluminum, vinyl, etc.)
- Include any trim capping material and color samples
- Indicate type of muntins or grilles (i.e., indicate use of: no muntins; interior muntins; simulated divided light or true divided light)
- Door frame dimensions worksheet (required for all sliding and hinged door applications)

Equipment

- Include plat/house location survey (clearly and legibly drawn to scale) with the following:
 - Property lines with dimensions to proposed project, to include site details (fences, retaining walls, etc.)
 - Existing and proposed improvements with dimensions
- Show location and type of equipment (HVAC, generators, radon, vents, utility boxes, fuel tanks, chimney flue, gutters and downspouts, security devices, solar collectors, spas & hot tubs, out-door cooking areas, antennas)
- Indicate existing and/or proposed vegetative screening if applicable (include aerial map view if needed)
- Provide color photo including manufacturer specifications and identify proposed product style

Exterior Colors

- Provide actual color sample with manufacturer, name and number for each proposed element

Landscaping: Site-grading, Driveways, Walkways, Retaining Walls, Patios, Fences

- Include plat/house location survey (clearly and legibly drawn to scale) with the following:
 - Property lines with dimensions to proposed project, to include site details (fences, retaining walls, etc.)
 - Existing conditions and proposed improvement dimensions (include aerial map view if needed)
- Proposed product material, type, size and location in context with existing vegetation
- Provide color product photos and specifications and identify proposed style and color
- Show any proposed lighting locations, fixture type, finish and include manufacturer specification information (lumens/kelvins/color)

Landscaping: Tree Removal

- Include plat/keyed site plan (clearly and legibly drawn to scale) to include, property lines and locations of trees
- Provide the tree locations, type and circumference (measured 4.5' above ground) with reason for removal. Certified arborist statement with labeled, wide-angled color photos of all flagged trees in context with the surrounding environment (include aerial map view if needed)
- Include the location of proposed replacement trees, species and size on site plan or reason for no replacement

Lighting

- Show location and type of fixture (decorative, lamp post, up-light, down-light, flood, security light, recessed stair lights, site-lighting)
- Provide color photo indicating manufacturer specifications and identify proposed product style, lumens, kelvins and color

Lighting: Common Area

- Include plat/building location survey (clearly and legibly drawn to scale) to include property lines and location of existing and proposed lights
 - Property lines with dimension to proposed project, to include site details
 - Existing with proposed improvements with dimensions
- Include photometric plan for all site lighting projects
- Provide color photo indicating manufacturer specifications and identify proposed product style, lumens, kelvins and color

Roofing

- Provide color photo indicating manufacturer, style, material (include aerial map view if needed)
- Identify type and style of material (3-tab, architectural, wood, simulated shakes, metal, tile, composition, etc.)

Siding

- Provide color photo indicating manufacturer, style, material (vinyl, aluminum, fiber cement, stucco, brick etc.)
- Show locations of all siding
- Show direction of material for wood siding (horizontal or vertical)
- Indicate if stone or brick is natural or synthetic
- Include masonry caps and trim
- Include type of texture if stucco
- Include any decorative trim for doors, windows, skirts, braces, posts, etc.

Signs

- Provide type (monument, informational, directional, banner, temporary)
- Provide sign and mounting detail, material, color, letter size & font, all dimensions and mounting height
- Provide lighting detail, manufacturer brochure/specifications and identify type of fixture, finish and location, specification information (lumens/kelvins/color)
- Include plat (clearly and legibly drawn to scale) to include property lines and locations of each sign, keyed to site
- Show the proposed location, to scale, for all building mounted signs

Windows

- Provide color photo identifying manufacturer, series, style and color (double-hung, casement, awning, fixed, slider, etc.)
- List type of frames (wood, aluminum, vinyl, etc.)
- Indicate color of exterior frames
- Include any trim capping material and color sample
- Indicate type of muntins or grilles (i.e., indicate use of: no muntins; interior muntins; simulated divided light or true divided light)
- Window frame dimensions worksheet (**required for all window/patio door applications, no exception**)
- Provide color elevation photos identifying and labeling the windows/doors to be replaced

Owner's Acknowledgements—Part III

Individual Property Owner Notification:

Section III.6.d(4)(iii) of the Reston Deed requires all Land Owner Applicants to submit with their application the signatures of at least three (3) different Lot Owners adjacent to or within view of the Applicant's alteration or improvement, at least one of which shall be from an adjacent Lot Owner. In addition, if the Applicant's Lot is within a **Cluster (or Condominium) Association** at least one of the signatures must be that of a Cluster (or Condominium) officer listed with the SCC as the president, vice president, secretary or treasurer on the board: https://cisiweb.scc.virginia.gov/z_container.aspx. Such signature merely represents acknowledgement of notice of the Applicant's submission to the DRB. All neighbor notification signatures must be from an owner of the lot and may not be a renter.

Cluster or Condominium Association Notification:

Community Standard or Community owned property: The Reston Deed requires that Cluster/Condominium Association applications require the signatures of at least three (3) different Cluster/Condominium Association Board Officers: The signature of two (2) community board officers is required on page five (5) and the signature of the President or Vice President is required on page six (6). If your project is on common property and is adjacent to individually owned property, notification of those individual owners will be required. Also, if your project impacts the entire community, community notification will be also be required.

All officer signatures must be that of a Cluster (or Condominium) officer listed with the SCC as the president, vice president, secretary or treasurer on the board: https://cisiweb.scc.virginia.gov/z_container.aspx. Please note that board directors and at-large members are not considered authorized signatories. Please note that the location and scope of your project may necessitate additional notification, please contact your Covenants Advisor for details. If additional notification signatures are required, please submit the signature addendum sheet (Addendum I), make additional copies if needed.

The required signatures are merely an acknowledgement of the Applicant's submission to the DRB and are in no way to be considered either an approval or disapproval of the pending application. At the discretion of the DRB, applications that the DRB determines to have a wider impact on the community may be required to provide additional notice beyond the signatory requirements of this provision.

If you are unable to obtain a notification signature in person, you may send a copy of your application and all supporting documents via certified mail to the owner you need to notify and submit a copy of your mail receipt with your application as proof of notification.

Neighboring Property Owners & Board Officer Acknowledgement

(Required for all applications)

Name: _____ Phone: _____
Address: _____ Email: _____
Signature: _____ Date: _____ Board Officer/Position: _____

I am affected and want to participate in the review : Yes No

Name: _____ Phone: _____
Address: _____ Email: _____
Signature: _____ Date: _____ Board Officer/Position: _____

I am affected and want to participate in the review : Yes No

Name: _____ Phone: _____
Address: _____ Email: _____
Signature: _____ Date: _____ Board Officer/Position: _____

I am affected and want to participate in the review : Yes No

An Affected Party is any owner of Property subject to the Reston Deed, including but not limited to the Reston Association Board of Directors, or Cluster, or Condominium, or their agents who register with the DRB and who is materially impacted by the use or design of another Property owner. **To register as an Affected Party, you must submit a written statement of concerns to the DRB secretary within five (5) days of signing this application. If you fail to submit a written statement within (5) days, you will be removed from the application as a registered Affected Party.** Any Affected Party may be heard by a DRB Panel; will receive notice of decisions and any subsequent actions taken by the DRB; will be sent notice of the Applicant's appeal, if made; and may file his/her own appeal, all with respect to this application.

Owner's Acknowledgements

I/we understand and agree by checking the following:

1. There are architectural requirements and standards addressed in the Design Guidelines and review process established by the Reston Association Deed and Resolutions, and I agree to follow them.
2. No work on the modifications on this Application will begin until I receive written approval from the DRB; if work is started prior to approval, I may be required to remove any or all of the modifications, should they not be approved, and restore my property to its original condition at my own expense; and I may be held responsible for any legal fees incurred.
3. Approval is contingent upon the modifications being completed as approved by the DRB and any variation from the original application must be resubmitted for approval. I agree to take no action to implement this project until receipt of the final approval.
4. Approval is contingent upon construction being completed in a timely and professional workmanlike manner; and that the approval by the DRB (if so granted) will automatically expire should the proposed project not be completed within eighteen (18) months of approval.
5. I/we am responsible for all landscaping, grading and/or drainage issues related to the improvements. All work associated with the project will be completed within the property lines. Any damage to adjoining properties or common areas will become the direct responsibility of the owner making the modification.
6. I/we understand that members of the Design Review Board and Staff of Reston Association are authorized to enter onto my property to make routine inspections in accordance with the Reston Deed. I further understand and authorize inspections as required to support this application.
7. It is my/our responsibility and obligation to obtain all 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. I/we agree to abide by all applicable County and State laws (e.g., zoning laws, ordinances, building codes) and that I/we will obtain any licenses, permits or approvals that may be necessary or required by state and local authorities.
9. RPA (Chesapeake Bay Resource Protection Area) In addition to DRB requirements, your property may be in a designated RPA where tree removal and building restrictions, and additional waivers and permits my apply. No construction or tree removal may be undertaken/started without "certification" of county approval. Before beginning any tree removal or construction, contact Fairfax County's Land Development Services at 703-324-1780.

I/we prefer to have our decision letter: (Please check one) Emailed to _____ Mailed

Only in the case that your application requires review by a Panel of the DRB, do you wish to attend the meeting: (Please check one) Yes No (If you check "No", a Panel of the DRB will review the application without your attendance and a decision will be emailed/mailed to you seven to ten days after the date of the review meeting)

Owner Signature: _____

(Signature must be legal property owner)

Printed Name: _____

Date: _____

Cluster/Condo Officer Signature: _____

(Signature must be Association President or Vice President)

Printed Name: _____

Date: _____

Signature of Authorized Agent: _____

Date: _____

Printed Name: _____

Authorization letter attached

NOTIFICATION SIGNATURE ADDENDUM I (Optional)

Applicant: If your project on common property is adjacent to individually owned property, notification of those individual owners may be required. Please check with your Covenants Advisor for your specific project and use this sheet for notification signatures. (Make additional copies as needed.)

Adjacent owner: Please sign below to acknowledge your notification concerning this application.

Name: _____

Phone: _____

Address: _____

Email: _____

Signature: _____ Date: _____

Board Officer/Position: _____

I am affected and want to participate in the review : Yes No

Name: _____

Phone: _____

Address: _____

Email: _____

Signature: _____ Date: _____

Board Officer/Position: _____

I am affected and want to participate in the review : Yes No

Name: _____

Phone: _____

Address: _____

Email: _____

Signature: _____ Date: _____

Board Officer/Position: _____

I am affected and want to participate in the review : Yes No

Name: _____

Phone: _____

Address: _____

Email: _____

Signature: _____ Date: _____

Board Officer/Position: _____

I am affected and want to participate in the review : Yes No

Name: _____

Phone: _____

Address: _____

Email: _____

Signature: _____ Date: _____

Board Officer/Position: _____

I am affected and want to participate in the review : Yes No

Name: _____

Phone: _____

Address: _____

Email: _____

Signature: _____ Date: _____

Board Officer/Position: _____

I am affected and want to participate in the review : Yes No

Name: _____

Phone: _____

Address: _____

Email: _____

Signature: _____ Date: _____

Board Officer/Position: _____

I am affected and want to participate in the review : Yes No

An Affected Party is any owner of Property subject to the Reston Deed, including but not limited to the Reston Association Board of Directors, or Cluster, or Condominium, or their agents who register with the DRB and who is materially impacted by the use or design of another Property owner. **To register as an Affected Party, you must submit a written statement of concerns to the DRB secretary within five (5) days of signing this application. If you fail to submit a written statement within (5) days, you will be removed from the application as a registered Affected Party.** Any Affected Party may be heard by a DRB Panel; will receive notice of decisions and any subsequent actions taken by the DRB; will be sent notice of the Applicant’s appeal, if made; and may file his/her own appeal, all with respect to this application.