

Chantilly Highlands Homes Association (CHHA)- Architectural Control Committee (ACC) Application for Exterior Alteration

Name:	Address:	
Phones (h):	(w):	(Cell):
Email:	Lot no:	
<p>1. Describe the proposed project. Attach additional sheets for complete description if necessary. Please include: dimensions (height, width, length), exact location, materials, colors (include paint swatches if appropriate), and other information unique to your project. If this involves a fence, please describe the existing fences including style, height, condition. All work will be completed by (check one): <input type="radio"/> self or <input type="radio"/> a contractor.</p>		
<p>2. Provide sketches, drawings, clippings, pictures, and catalog illustrations, as applicable.</p>		
<p>3. Attach a copy of your site plan (the surveyor's plat given to you at closing), which depicts the dimensions, and location of your requested alteration, with the proposed project drawn on the plat to scale. Please refer to the current ACC Design Guidelines & Standards for any specific requirements that may pertain to your project.</p>		
<p>4. Once the application is complete, obtain the signatures of the homeowners of the 4 properties that are directly or most affected by your alteration. Because they are adjacent, and/or have a view of your lot, it is important to make them aware of the pending changes. These signatures indicate an awareness of your intent, not approval or disapproval. Neighbors with questions, comments or concerns regarding this alteration should immediately notify the ACC the <i>in writing</i>.</p>		

I/We _____ understand and agree to the following:
[print name(s) of applicants]

- That there are architectural requirements and a review process established by the CHHA Board of Directors, and I agree to follow them.
- That no work on the alterations on this application will commence until I receive written approval from the ACC. To do so is a violation of the restrictive covenants that run with my deed and may result in my being required to remove any or all of the alteration, should they not be approved, and restore my property to its original condition at my own expense. I understand I may be held responsible for all legal fees incurred by the ACC and/or the Board of Directors in enforcing the CHHA ACC Guidelines & Standards and Restrictive Covenants.
- That the approval of this application (if so granted) is not based on any structural integrity. I will comply with any and all applicable Fairfax County zoning and building codes, as required. I will contact the county and obtain necessary permits and inspections. The approval of this alteration satisfies only the requirements of the CHHA. The ACC, the Board of Directors, and their employees or agents accept no responsibility for zoning and building code violations.
- That Virginia law requires that two days before I start to dig, I must call Miss Utility: at 1 800 257 7777 to have the location of all utilities marked.
- That approval (if so granted) is contingent upon the alterations being completed as applied for and approved by the ACC and no deviations may be undertaken without written approval of the ACC.
- That alterations may not conflict with any recorded easements, including sight distance easements, and I am solely responsible for ascertaining the location of such easements. The ACC, Board of Directors, and their employees or agents accept no responsibility for violations of recorded easements and clearance requirements. Additionally, alterations may not adversely affect the drainage in the area so as to impact neighboring lots.
- That no construction vehicles may enter upon common ground to deliver materials or facilitate construction. Any disturbed common area must be restored to the satisfaction of the ACC within 10 days of written notice to me. If not restored, the CHHA will restore all disturbed areas and assess the cost plus administrative charges to me.
- That approval (if so granted) is contingent upon construction being completed in a timely and professional workmanship manner.
- That approval (if so granted) will automatically expire should the proposed project not be commenced within 180 days of the approval or completed within one year of the approval.
- That members of the ACC and Board of Directors may enter upon my property (at reasonable hours) for the purpose of inspecting the proposed application, the project in progress, or the completed project. Such an inspection does not constitute a trespass.

NOTE: Both new fences, **and** fence replacements require an Application for Exterior Alteration and the acknowledgment of all affected neighbors. This will help ensure that all fences are in compliance with current ACC Guidelines and Fairfax County zoning regulations. In addition, discussions with neighbors will avoid the creation of alleyways between properties, ensure that property line disputes are dealt with *before* fences are erected, ensure that neighbors who may be bound in the future to match your fence choice have some input into height and style selection, ensure that the affected parties have the opportunity to discuss other issues such as disturbance of existing landscaping and pruning of trees along property lines, and whether or not responsibility for future repairs and maintenance of the proposed fence will be shared.

NEIGHBORHOOD AWARENESS

I am aware that my neighbors are planning an exterior alteration. I have reviewed this application and all attachments and I will notify the ACC in writing, within 7 days of signing this application, if I have any concerns about the proposed project. I understand that my concerns may be taken into consideration during the ACC review process, but they are not binding on any decision made by the ACC. I also understand that I have the right to appeal the ACC's decision in accordance with the policies and procedures outlined in the CHHA ACC Guidelines & Standards, as amended from time to time. If any written statements are received, this application will be held and reviewed at the next full ACC meeting.

Neighbor's Signatures

(Please indicate whether you are a homeowner or a tenant by circling the appropriate designation.)

Signature:		Signature:	
<i>circle one:</i> homeowner	tenant	<i>circle one:</i> homeowner	tenant
Address:		Address:	
Lot No.:	Date:	Lot No.:	Date:
Phone (h):	(w):	Phone (h):	(w):
Signature:		Signature:	
<i>circle one:</i> homeowner	tenant	<i>circle one:</i> homeowner	tenant
Address:		Address:	
Lot No.:	Date:	Lot No.:	Date:
Phone (h):	(w):	Phone (h):	(w):

Signature(s) of Homeowner(s):	Date:
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NOTE: A COPY OF THIS APPLICATION WILL BE RETURNED TO YOU AFTER REVIEW BY THE ACC, ALONG WITH A REPORTING OF THE ACC'S DECISION. PLEASE INCLUDE A SELF-ADDRESSED, STAMPED ENVELOPE ALONG WITH THIS APPLICATION. SUBMIT THIS ORIGINAL FORM TO: Chantilly Highlands Homes Association, PO Box 710238, Oak Hill, VA 20171-0238

[Committee Use Only]

<input type="radio"/> APPROVED	<input type="radio"/> CONDITIONALLY APPROVED	<input type="radio"/> DENIED	<input type="radio"/> INCOMPLETE
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ACC Member Comments:

ACC Member's Signatures & Date: _____