

ARCHITECTURAL APPLICATION INSTRUCTIONS

WHAT TO INCLUDE IN AN APPLICATION FOR EXTERIOR MODIFICATIONS:

1. **A House Location Survey (Plan).** A copy of your plan must be included for new construction and/or additions including new decks, new fences (first time installation-not replacement), permanently installed sheds, patios, etc. The location of the proposed structure must be drawn/ outlined on the plan. Plans are not required for paint changes, storm doors/windows replacement, landscaping or other non-permanent modifications.
 2. **Dimensions.** Provide all dimensions, including height, roof slope, etc. on new construction.
 3. **Detailed Drawings.** Detailed drawings must be included for some changes such as new decks, fences, patios, etc. Landscaping plans including size and type of plants as well as number to be planted must be included.
 4. **Description of Materials.** Provide a list of all materials to be used in the proposed construction.
 5. **Description of Colors.** Applications for colors, which are not the original color of the house and/or trim must be accompanied by actual color samples/photos.
 6. **Photographs.** Photographs of existing conditions are helpful to the Architectural Committee. Please be sure to include a brochure or a picture for new window modifications, & etc.
 7. **Samples** Provide a photograph/sample of siding and/or roof shingle if these are changing from the original color.
 8. **Drainage.** Changes in grade or other conditions that will affect drainage must be indicated. Applications may be disapproved if adjoining properties are adversely affected by drainage changes.
 9. **Signatures of Property Owners.** Obtain signatures of all property owners who will be most affected by the change, if needed, with the application. (Neighbors signatures are to acknowledge that the work is going to be commenced at the time referenced on your application, if needed, not to approve or disapprove of the modification).
 10. **Railing Detail.** Please be sure to reference the style of railings you propose to install on your deck.
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- a. For **decks and fences** include numbers 1 – 6 and 8 – 10.
- b. For **landscaping** include numbers 1 – 3, 6 and 8 - 9.
- c. For **sheds and doghouses** include numbers 1 - 4, 6 and 8 -9.
- d. For **storm, screen, & front doors** include numbers 2, 5 – 6 and 9.
- e. For **lattices** include numbers 2 – 4, 6 and 9.
- f. For **recreation and play equipment** include numbers 1 – 6 and 9.
- g. For **patios** include numbers 1- 4, 6 and 9.
- h. For **siding** include numbers 5, 7 and 9.
- i. For **shingles (on roof)** include numbers 5, 7 and 9.
- j. For **windows** include numbers 5, 6 and 9.
- k. For **satellite dishes** include numbers 1, 5, 6, and 9.
- l. For **attic vents/fans and/or skylights** include numbers 2, 3, 5, 6 & 9.
- m. For **home additions** include numbers 2-6, 8 & 9.
- n. For **color changes** include numbers 5 & 9.

**** PLEASE BE SURE TO SUBMIT ALL ITEMS LISTED NECESSARY FOR THE APPROVAL OF YOUR EXTERIOR MODIFICATION, OR YOUR APPLICATION WILL BE RETURNED AS INCOMPLETE! ****

This form should be submitted as described in Paragraph 8 below

Hillsdale Community Association

INSTRUCTIONS:

1. Ensure all blanks of the application are completed.
2. Unit owner understands and agrees that no work on this request shall commence until WRITTEN approval of the Architectural Committee has been received.
3. Once approved, construction must be completed within six (6) months and must be done in a way that does not unreasonably disturb or interfere with neighboring units.
4. Applicant has the responsibility for the removal of any debris resulting from the construction in a timely manner and maintaining the work site as neat as practical during construction.
5. Construction must meet all zoning and building laws of the County of Fairfax. For information regarding zoning and construction specification/building permits, call 703-324-1300 in Fairfax. Further, nothing herein contained shall be construed as a waiver or modification of any such code or law.
6. Where applicable, utility easements (the areas containing underground cables, pipes, etc.) are to be marked BEFORE ANY excavation is started. This service is provided FREE OF CHARGE and is REQUIRED in order to provide for your safety. If you or your contractor are digging, at least 48 HOURS before digging commences, you must call "MISS UTILITY" (<http://www.missutilityofvirginia.com/>) at 1-800-552-7001 first, to determine the location of underground telephone, electric, gas, sewer, and TV Cables. NOTE: YOU ARE NOT ONLY RISKING POSSIBLE INJURY IF YOU DIG INTO THE WRONG CABLE, BUT ARE ALSO RISKING A FINE FROM THE COMPANY IF YOU SEVER THEIR CABLES. Play it safe and call.
7. Requests from unit owners with delinquent assessment accounts will be denied on the basis of the account delinquency. Once the assessment account is paid to date, the Architectural Committee will review and act on the request.
8. Submit the completed form to SFMC, Inc. Attn: ARC Applications either via e-mail at arcapplications@sfmtcinc.com or by regular mail to 12084 Cadet Ct, Manassas, VA 20109.
9. A written response will be provided to you following the review.
10. Should the committee require additional information, your request will be deferred until the additional information is received.
11. Misrepresentation of any items in this request, either oral or written, may void the approval by the committee and could result in the disassembly/returning of the area to the original configuration at the applicant's expense.

I have read the current Architectural Committee Guidelines and the proposed change or addition meets the requirements specified in these guidelines.

Applicant's Signature: _____

Date ___/___/___

Lot # _____

Name: _____

Address: _____

Work/Daytime phone number: _____ Home number: _____

VERBAL DESCRIPTION:

GRAPHIC DESCRIPTION:

1. Please make a sketch (as best as you can) showing at a minimum, the style, type of materials to be used for construction, dimensions, color of proposed change or addition and distance from property line. If you're changing point color schemes, please attach sample/photograph color chips for review.
2. If the installation/addition affects your yard, Include a drawing of your property Indicating the exact location of the construction or, if the construction is adding an item purchased from a store (such as a storm door), please provide advertising or catalogue copy for review.