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www.reston.org

FOR INTERNAL USE ONLY

DATE RECEIVED _____

Review: STAFF CONSULTATION PANEL

AFFECTED PARTY VIOLATION POAA

ITEM: _____

DATE: _____

Agenda # _____

DESIGN REVIEW APPLICATION FORM
For Exterior Changes, including Tree Removal, on Individual Property

PROPERTY STREET ADDRESS _____ ZIP _____

NAME(S) OF PROPERTY OWNER(S) _____

PROPERTY OWNER(S) EMAIL ADDRESS _____

TELEPHONE NUMBER (HOME) _____ (WORK) _____

MAILING ADDRESS (if different) _____

ZIP _____

CLUSTER (if applicable) _____

SECTION _____ BLOCK _____ LOT _____

REQUEST FOR APPROVAL (Please provide a brief description of the project. Attach details, drawings, plans, or catalog-cuts. Refer to the **Design Guidelines** for additional information and contact your Covenants Advisor with any questions.)

The DRB may void any application that misrepresents a material fact.

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 apply. Before beginning any tree removal or construction, contact Fairfax County’s Environmental and Site Review Division at 703-324-1720 or <http://www.co.fairfax.va.us/dpwes/environmental/cbay/default.htm>.

I agree to take no action to implement this project until receipt of the final decision.

Reston Association may communicate with me electronically regarding this application including emailing the decision. (circle) YES NO

OWNER’S SIGNATURE (Required) _____

Signatures must be legal property owner(s) or agent as power of attorney.

Printed Name _____

It is the responsibility of the applicant to provide copies of updated plans to any registered affected parties prior to DRB review.

THE RESTON DEED GRANTS RESTON ASSOCIATION INGRESS AND EGRESS OVER THE EXTERIOR GROUNDS OF YOUR PROPERTY/ LOT, IF NEEDED, CONCERNING THIS APPLICATION.

(See next page for Neighbor Notification signatures.)

****NEIGHBOR AND BOARD OFFICER NOTIFICATION ****

Section III.6.d(4)(iii) of the Reston Deed requires all applicants to submit with their application the signatures of at least three 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.

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. You may also provide proof of notification via email (RA staff must be able to confirm valid email address) by sending an email with the application and all supporting documents to the neighbor or cluster board officer and copying your RA advisor.

If the applicant's property is located in a Cluster or Condominium, the signature of one (1) board officer, signing in his/her representative capacity on behalf of the cluster/condominium association, is required. The officer must be listed on the RA roster as the president, vice president, secretary or treasurer on the board. 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.

NEIGHBORING PROPERTY OWNERS' ACKNOWLEDGEMENT

(Required for all applications)

Name (printed)

Signature

Address

1. _____

Phone Number or Email Address

Is the above signature from a cluster board officer? Yes No If yes, which officer? _____

I am affected and want to participate in the review of this application? Yes No

If yes, you must submit a written statement of your concerns to the RA Covenants Advisor within (5) business days. (If unchecked, RA will assume the answer is No.)

Name (printed)

Signature

Address

2. _____

Phone Number or Email Address

Is the above signature from a cluster board officer? Yes No If yes, which officer? _____

I am affected and want to participate in the review of this application? Yes No

If yes, you must submit a written statement of your concerns to the RA Covenants Advisor within (5) business days. (If unchecked, RA will assume the answer is No.)

Name (printed)

Signature

Address

3. _____

Phone Number or Email Address

Is the above signature from a cluster board officer? Yes No If yes, which officer? _____

I am affected and want to participate in the review of this application? Yes No

If yes, you must submit a written statement of your concerns to the RA Covenants Advisor within (5) business days. (If unchecked, RA will assume the answer is 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. 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.