

RETURN TO:  
6 Pidgeon Hill Drive, Suite 120  
Sterling, Virginia 20165



TELEPHONE #: (703) 430-0715

Date Received: \_\_\_\_\_

INSTRUCTIONS: For further information regarding alterations, refer to the current Architectural Guidelines & Covenants. NO APPLICATION WILL BE REVIEWED WITHOUT COMPLETE INFORMATION AND/OR PLANS PROVIDED. Please read the instructions on the reverse side of this form carefully to avoid unnecessary delay in processing and timely review.

Please indicate how you would like to receive applications notifications. a. Electronically \_\_\_\_\_ b. Hard Copy \_\_\_\_\_

APPLICATION NO. \_\_\_\_\_

VIOLATION NO. \_\_\_\_\_

**DESIGN REVIEW COMMITTEE**

(Please complete form with black pen)

DATE: \_\_\_\_\_

OWNER(S) NAME: \_\_\_\_\_

EMAIL: \_\_\_\_\_

OWNER(S) ADDRESS: \_\_\_\_\_

NEIGHBORHOOD: \_\_\_\_\_

TELEPHONE NO. (H) \_\_\_\_\_ (W) \_\_\_\_\_

LOT NO. \_\_\_\_\_

TELEPHONE NO. (H) \_\_\_\_\_ (W) \_\_\_\_\_ (C) \_\_\_\_\_

ADDRESS OF PROPOSED CHANGE(S): \_\_\_\_\_

TYPE OF ALTERATION:  DECK  FENCE  STORM DOOR  COLOR CHANGE  ADDITION  
 OTHER (describe) \_\_\_\_\_

DESCRIPTION OF REQUEST(S): Please type the "Description of Request" on a separate document

**ACKNOWLEDGMENT** of four Property Owners who are most affected because they are adjacent and/or have a view of the proposed change. This signature does not constitute nor indicate approval or disapproval, but merely indicates an awareness of the applicant's intent. If any OBJECTIONS to this application arise, please contact the DRC Coordinator immediately. Check the CountrySide website each month for a list of the applications being considered by the Design Review Committee. You may also sign up for email notification.

NOTE: RESIDENTS IN NEIGHBORHOODS WITH APPROVED STANDARD STORM DOORS OR APPROVED STANDARD TOWNHOUSE FENCES AND DECKS NEED NOT OBTAIN SIGNATURES IF INSTALLING ONE OF THE AFOREMENTIONED STANDARDS. THESE NEIGHBORHOOD STANDARD APPLICATIONS HAVE NO DUE DATES.

Name: \_\_\_\_\_ Date: \_\_\_\_\_  
Address: \_\_\_\_\_ Lot: \_\_\_\_\_

Name: \_\_\_\_\_ Date: \_\_\_\_\_  
Address: \_\_\_\_\_ Lot: \_\_\_\_\_

Name: \_\_\_\_\_ Date: \_\_\_\_\_  
Address: \_\_\_\_\_ Lot: \_\_\_\_\_

Name: \_\_\_\_\_ Date: \_\_\_\_\_  
Address: \_\_\_\_\_ Lot: \_\_\_\_\_

**ACKNOWLEDGMENT:** This will confirm that I/we have read the CountrySide Architectural Guidelines as they relate to this application, including those Guidelines concerning compatibility of materials and design, and hereby agree to comply with said Guidelines in the construction of this proposed architectural change/addition/improvement. I/we further confirm that I/we have read and acknowledge all of the rules, regulations and instructions appearing on the back of this form which govern the procedures necessary for undertaking any addition and/or alterations of this property. Any false information will invalidate and void this application, even if the discovery occurs after CountrySide Proprietary approval.

OWNER(S) SIGNATURE(S): \_\_\_\_\_ DATE: \_\_\_\_\_

**(FOR OFFICE USE ONLY)**

NAC REVIEW • DATE REPORTED: \_\_\_\_\_ NAC RULING APPEALED  Yes

RULING:  APPROVED  DENIED (explain)  CONTINGENT APPROVAL  TABLED (explain)  DEFERRED (explain)

REMARKS: \_\_\_\_\_  
\_\_\_\_\_

DRC REVIEW • DATE REPORTED: \_\_\_\_\_ DRC RULING APPEALED  Yes

RULING:  APPROVED  DENIED (explain)  CONTINGENT APPROVAL  TABLED (explain)

REMARKS: \_\_\_\_\_  
\_\_\_\_\_

BOARD OF DIRECTORS REVIEW • DATE REPORTED: \_\_\_\_\_

RULING:  APPROVED  DENIED (explain)  CONTINGENT APPROVAL  TABLED (explain)

REMARKS: \_\_\_\_\_  
\_\_\_\_\_

**STANDARD APPLICATIONS ONLY**

DATE: \_\_\_\_\_ APPROVED BY: \_\_\_\_\_ DATE OF RULING NOTIFICATION: \_\_\_\_\_

REMARKS: \_\_\_\_\_  
\_\_\_\_\_

# INSTRUCTIONS

## REVIEW PROCESS:

(1) If it is desired that this application be reviewed during the current month, please submit no later than the 1st of the month at 6:00 p.m. Should the first fall on a Saturday or Sunday, the application is due on the following Monday at 6:00 p.m. Should the first fall on a legal holiday, the application is due the following business day by 6:00 p.m. Standard application requests do not have deadlines. These applications may be submitted at anytime during the month for immediate approval.

(2) An applicant with a violation disclosed upon a POA inspection may request a “non-standard” rush review (less than 15 days) for a property that is listed For Sale or is currently under contract. There will be a fee of \$25.00 for this out-of-cycle, expedited review. This fee is not a commitment for approval.

(3) A copy of this application form will be returned to you after the review process is completed and rendered rulings will appear on the front.

(4) All supporting documentation submitted with this application shall become incorporated into the permanent files of CountrySide Proprietary.

Copies of the Homeowner Document Package are available for sale at the Proprietary Office. For detailed instructions and design suggestions, refer to the CountrySide Architectural Guidelines. For specifics, refer to that section of the guidelines dealing with the type of project you are proposing. In addition to this application, you will need to submit the following:

(1) Full details of purpose and/or reason for improvement.

(2) Legal Site (plat) plan with location of improvement drawn to scale. Note distance from property lines.

Show relationship of improvement to neighboring homes and/or open areas. For fence applications, applicant must show the location of all homes adjoining the fence. Color change improvements need no legal site (plat) plan with the application.

(3) Drawings and/or illustrations showing design of proposed improvement.

(4) Scale drawing or architectural plan showing exact dimensions of improvement.

(5) Type of wood or other material to be used.

(6) Color (natural, stain, or paint - if paint, include color samples).

(7) Grading plan if changes in grade or other conditions affecting drainage are anticipated, i.e. concrete patios, brick patios. (Generally, approval will be denied if adjoining properties are adversely affected by changes in drainage.)

(8) Landscaping plan (optional).

## NOTES:

(1) I/we understand that construction of certain major projects require that I/we obtain a building permit from Loudoun County. Applications to and approval of a project by the DRC does not affect or alter that requirement.

(2) I/we understand that an aggrieved party has ten (10) days from the date of the NAC's decision on an application to file an appeal with the Design Review Committee.

(3) I/we understand that an aggrieved party has ten (10) days from the date of the DRC's decision on an application to file an appeal with the Board of Directors. Construction by the applicant during this appeal period is at the applicant's own risk. I/we further understand that an appeal ruling by the Board of Directors shall be final and shall supersede all former NAC and DRC rulings on any application. Failure to file an appeal within ten (10) days of the DRC's decision makes this decision final and cannot be appealed.

(4) I/we understand that any construction activity undertaken prior to DRC approval is not allowed and that if alterations are made, I/we may be required to return the property to its former condition at my/our own expense if this application is disapproved wholly or in part, and that I/we may be required to pay all legal expenses incurred.

(5) I/we understand that members of the DRC are permitted to enter my/our property to make reasonable inspection of proposed construction locations.

(6) It is understood that I/we am/are aware of the CountrySide Architectural Guidelines and the Covenants and Restrictions in regard to the review process established by the Board of Directors.

(7) The alteration authority granted by this application will be revoked automatically if the alteration requested has not commenced within six months of the approval date of this application and/or has not been substantially completed within twelve months.

(8) I/we understand that all exterior alterations and construction will be completed in a workman-like manner.

(9) I/we understand that if I/we disagree with the ruling, an appeals procedure is provided for in the CountrySide Proprietary governing documents. (Contact the Proprietary Office for information on the procedural steps involved in an appeal action).

OWNER(S) SIGNATURE(S): \_\_\_\_\_ DATE: \_\_\_\_\_