



Date Received ___/___/___

Date Accepted ___/___/___

EXTERIOR ALTERATION APPLICATION – PAGE 1

APPLICATION INSTRUCTIONS

1. Please carefully review the Architectural Guidelines prior to submitting this form available at http://ashburnfarmassociation.org/covenants_department.html
2. Please provide a site plan or plat of your property with the location of the exterior change clearly marked. Provide start and completion dates, pictures, sketches, drawings, clippings, etc... of materials, the finished product, etc... and describe in detail the exterior change or modification you are planning.
3. This Exterior Alteration Application (EAA) and all applicable EAA Worksheets, which are available online, must be filled out completely, including the signatures of the four (4) property owners who are most affected by this change or modification and attached to your property plat, and supplemental pictures, drawings, etc... to be accepted.

Applicant's Name:			
Address Of Proposed Change:			
Lot No.	Home Phone	Work Phone	

DESCRIPTION OF CHANGE

Start Date		Completion Date	

NEIGHBOR'S SIGNATURES

*Signatures of the four (4) property owners who are adjacent to, or have a view of the exterior change or modification are **REQUIRED** as notification of your intent, but their signature does not constitute nor indicate approval or disapproval.*

Neighbors should contact the Association Office with any concerns/comments.

Name:	
Signature:	
Address:	
Lot No.:	
Name:	
Signature:	
Address:	

Name:	
Signature:	
Address:	
Lot No.:	
Name:	
Signature:	
Address:	

EXTERIOR ALTERATION APPLICATION – PAGE 2

Lot No.:	
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Lot No.:	
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Applicant's Name:	
Address Of Proposed Change:	

NOTES:

1. Nothing herein contained shall violate any of the provisions or Building and Zoning Codes of Loudoun County, to which the above property is subject. Further, nothing herein contained shall be construed as a waiver or modification of any said restriction.
2. The Applicant understands that the Building Ordinance of the Loudoun County Building Department requires that plans be filed directly with the Building Inspector in Leesburg, Virginia for construction requiring a Building Permit.
3. The Applicant understands that any construction or exterior alteration undertaken by them, or on their behalf, before approval of this application is **NOT ALLOWED**. If alterations are made, the Applicant may be required to return the property to its former condition at the Applicant's own expense if this application is disapproved wholly or in part, and that the Applicant may be required to pay all legal expenses incurred.
4. The Applicant understands that members of the Architectural Review Board (ARB), Management and Staff are permitted to enter upon their property at any reasonable time for the purpose of inspecting the proposed project, the project in progress, and the completed project, and that such entry does not constitute a trespass.
5. The Applicant understands that any approval is contingent upon construction or alterations being completed in a workmanlike manner.
6. The Applicant understands that an ARB decision (approved/modify/disapproved) is required on all "complete" applications within Forty-Five (45) days of receipt of said application by the ARB. It is further understood that said applications are "conforming" to the established Guidelines and Covenants.
7. The Applicant is aware of Ashburn Farm's Declaration of Covenants and Restrictions in regard to the review process established by the Board of Trustees (BOT).
8. The Applicant understands that the alteration authority granted by the ARB will be automatically revoked if the change and/or modification requested has not commenced within Six (6) months of the approval date and/or completed by the date established by the ARB.
9. If Exterior Alteration pertains to planting in the common area, the Applicant understands that they **must** follow the Homeowner Guidelines (see www.ashburnfarmassociation.org) for planting on Ashburn Farm Property.

Applicant's Signature _____

Date: _____

ARB RECOMMENDATION:

ARB/Staff Remarks:

ARB Action:

ARB Member's Signature _____

Date: _____

If an Applicant disagrees with the decision of the ARB, an appeal may be submitted. See the Architectural Guidelines for the appeal procedures.



WORKSHEET A

The questions below are intended to aid you in describing your proposed project and facilitate the review process. They are not all-inclusive and are not a substitute for design sketches, layouts, site plans, etc. called for in the Architecture Review Board (ARB) Guidelines.

Circle One:	DECK	PATIO	SCREENED DECK	SUNROOM
1	What are the overall dimensions of the project?		Length _____ Ft.	Width _____ Ft.
2	What is the approximate average distance between the ground and the bottom-most portion of your proposed structure (excluding support posts and stairs)?		From Ground: _____	Ft. _____
3	What is the total height of the proposed structure (excluding support posts and stairs)?		Height: _____	Ft. _____
4	What is the distance of the structure from the property lines?		Left side: _____	Ft. _____
			Rear: _____	Ft. _____
			Right side: _____	Ft. _____
5	Are you proposing privacy fencing/screening? (If yes, then provide dimensions here and attach design).	Yes _____	Height _____	Ft. _____
		No _____	Length _____	Ft. _____
6	Are you proposing under-deck storage with screening? If so, include design and materials.	Yes _____	No _____	
7	What is the maximum proposed railing height?		Height _____	Ft. _____
8	Are you proposing stairs? (If yes, attach design).	Yes _____	No _____	
9	Will your structure be left to weather naturally?	Yes _____	No _____	
10	Do you propose a clear preservative sealer (i.e., no pigmentation)?	Yes _____	No _____	
11	Do you propose a colored preservative sealer? (If yes, provide color sample).	Yes _____	No _____	
12	Have you attached the required copy of your plat with the proposed location?	Yes _____	No _____	
13	Have you attached design and material information called for in the ARB Guidelines?	Yes _____	No _____	
14	What material will be used for the roof? (If applicable).	_____		
15	Have you included a sample of the composite material?	Yes _____	No _____	



WORKSHEET B – EXTERIOR DOORS

The questions below are intended to aid you in describing your proposed project and facilitate the review process. They are not all-inclusive and are not a substitute for design sketches, layouts, site plans, etc. called for in the Architecture Review Board (ARB) Guidelines.

- 1 What type of door is it? Please check one. Front Door: _____ Back Door: _____
Storm Door: _____ Screen Door: _____

- 2 What is the proposed door color? Include color sample. _____

- 3 Please specify your existing colors. House: _____
Front/Back Door: _____
Trim: _____

- 4 Is the proposed door straightforward and without ornamentation such as scallops, scrolls, imitation gate hinges, leaded glass, etc? (Attach a photo or brochure showing the door design). Yes _____ No _____

Attach Color Sample(s) Here:



WORKSHEET D – PAINT & STAIN CHANGES

The questions below are intended to aid you in describing your proposed project and facilitate the review process. They are not all-inclusive and are not a substitute for design sketches, layouts, site plans, etc. called for in the Architecture Review Board (ARB) Guidelines.

	Check one:	Specify Color:
1 Change trim color? (If Yes, attach new color sample below.)	Yes _____ No _____	Old Color _____ New Color _____
2 Change front door and shutter color? (If Yes, attach new color sample below.)	Yes _____ No _____	Old Color _____ New Color _____
3 Change garage door color? (If Yes, attach new color sample below.)	Yes _____ No _____	Old Color _____ New Color _____
4 Change base/house color? (If Yes, attach new color sample below.)	Yes _____ No _____	Old Color _____ New Color _____
5 Change roof color? (If Yes, attach new color sample below.)	Yes _____ No _____	Old Color _____ New Color _____
6 Change stain for fence, deck, wood patio? (Check one). Fence _____ Deck _____ Wood Patio _____ (If Yes, attach new color sample below.)	Yes _____ No _____	Old Color _____ New Color _____

Attach Color Sample(s) Here:



WORKSHEET E – LANDSCAPING

The questions below are intended to aid you in describing your proposed project and facilitate the review process. They are not all-inclusive and are not a substitute for design sketches, layouts, site plans, etc. called for in the Architecture Review Board (ARB) Guidelines.

- 1 Have you attached design, sketch, brochures, etc. showing plant materials (species, size at maturity, etc.)? Yes _____ No _____
Note: Provide Common Names when listing tree and shrub names, or scientific name if available.
- 2 Have you attached the required plat with proposed location and layout? (Always include the distance from property lines). Yes _____ No _____
- 3 Will plantings require access to neighboring property for maintenance and trimming? (If Yes, attach description of need and proposed method of accomplishment). Yes _____ No _____
- 4 Has consideration been given to water runoff affecting neighboring properties? Yes _____ No _____



WORKSHEET F - PERMANENT BASKETBALL GOAL

The questions below are intended to aid you in describing your proposed project and facilitate the review process. They are not all-inclusive and are not a substitute for design sketches, layouts, site plans, etc. called for in the Architecture Review Board (ARB) Guidelines.

- 1 Is the backboard clear or opaque? (If not clear, what color?) Clear : _____ Color: _____
Opaque: _____
- 2 Is the mounting permanent or portable? Permanent: _____ Portable: _____
- 3 Is the backboard to be mounted on the house or garage? (If yes, then provide additional color information). Yes _____ Roof Color: _____
No _____ House Color: _____
Trim Color: _____
- 4 Distance from the proposed location from the street/curb: _____ Ft.
- 5 Distance from the proposed location from the sidewalk: _____ Ft.
- 6 Distance from the proposed location from the left side property line: _____ Ft.
- 7 Distance from the proposed location from the right side property line: _____ Ft.
- 8 Have you attached the required copy of your plat with the proposed location? Yes _____ No _____
- 9 Have you attached a picture of the basketball goal? Yes _____ No _____



WORKSHEET G – SHEDS (and Playhouses)

The questions below are intended to aid you in describing your proposed project and facilitate the review process. They are not all-inclusive and are not a substitute for design sketches, layouts, site plans, etc. called for in the Architecture Review Board (ARB) Guidelines.

- 1 What are the overall dimensions of the project? Length _____ Ft. Width _____ Ft.
Height _____ Ft.
- 2 Will the Shed be free-standing or attached to an existing structure (house, deck, fence)? Yes _____ No _____
- 3 If attached, does the shed material match the structure to which it is attached? Yes _____ No _____
- 4 If stand alone, what are the proposed finish colors of the shed? Sides: _____ Roof: _____
- 5 What is the distance of the structure from the property lines? Left: _____ Ft. Rear: _____ Ft.
Right: _____ Ft.
- 6 Are you proposing landscape screening or fencing? (If yes, then provide dimensions here and attach design). Yes _____ Length _____ Ft.
No _____ Height _____ Ft.
- 7 Is the property fully fenced? Or partially fenced? No Fence: _____ Full Fence: _____
Partial: _____
- 8 Do you propose a clear preservative sealer? (No pigmentation)? Yes _____ No _____
- 9 Do you propose a colored preservative sealer? (If yes, provide a color sample). Yes _____ No _____
- 10 Do you propose to stain? (If yes, provide a color sample). Yes _____ No _____
- 11 Is shed constructed of maintenance-free, composite material? Yes _____ No _____
- 12 Have you attached the required copy of your plat with the proposed location? Yes _____ No _____
- 13 Have you attached design and material information called for in the ARB Guidelines? Yes _____ No _____
- 14 What material will be used for the roof? _____



WORKSHEET H - RECREATIONAL & PLAY EQUIPMENT

The questions below are intended to aid you in describing your proposed project and facilitate the review process. They are not all-inclusive and are not a substitute for design sketches, layouts, site plans, etc. called for in the Architecture Review Board (ARB) Guidelines.

Note: For Playhouses – use Worksheet G

- 1 What are the dimensions of your recreational or play equipment? Length _____ Ft. Width _____ Ft.
Height _____ Ft.
- 2 What is it made of? Material: _____

- 3 What color(s) is it? Color(s): _____

- 4 Is there a canopy or roof? (If yes, specify color). Yes _____ Color: _____
No _____
- 5 Is the proposed location behind the rear plane of the house? Yes _____ No _____
- 6 Have you attached the required copy of your plat marking the proposed location? Yes _____ No _____



WORKSHEET I - IN-GROUND SWIMMING POOL

The questions below are intended to aid you in describing your proposed project and facilitate the review process. They are not all-inclusive and are not a substitute for design sketches, layouts, site plans, etc. called for in the Architecture Review Board (ARB) Guidelines.

Describe the In-ground Pool (include the surrounding materials, and describe the pool deck):

Indicate the method to be used for screening pool equipment:

1 Size of pool Length _____ Ft. Width _____ Ft.

2 Distance from the property lines (sides): Right _____ Ft. Left _____ Ft.
Distance from the back of the home: Back _____ Ft.

3 Size of pool deck and materials: Length _____ Ft. Width _____ Ft.

4 Location and size of pool equipment:

5 Size and type of fencing around yard: Fence Height: _____ Fence Type: _____

6 Describe the lighting to be used on the pool area: Wattage: _____

7 Have you attached the required copy of your plat with the proposed location showing the layout of the pool, and equipment? Yes _____ No _____

8 Describe changes to drainage from lot due to redirected ground water, rain water runoff, pool back wash and plan for such redirection.

9 Have you provided a landscaping plan for pool? Yes _____ No _____



WORKSHEET J - MISCELLANEOUS STRUCTURE

The questions below are intended to aid you in describing your proposed project and facilitate the review process. They are not all-inclusive and are not a substitute for design sketches, layouts, site plans, etc. called for in the Architecture Review Board (ARB) Guidelines.

Describe Project: _____

- 1 What are the dimensions of the structure? Length _____ Ft. Width _____ Ft.
Height _____ Ft.
- 2 What is it made of? Material: _____

- 3 What color(s) is it? Color(s): _____

- 4 Is there a canopy or roof? (If yes, specify color). Yes _____ Roof/Canopy Color: _____
No _____
- 5 Have you attached a photo, brochure, and other design materials? Yes _____ No _____
- 6 Have you attached the required copy of your plat with the proposed location and distance from property lines? Yes _____ No _____

Attach any Color Sample(s) here:

Note: Use Worksheet G for Sheds and Playhouses.