

## ARCHITECTURAL REVIEW APPLICATION

To the Wellington Commons Homeowner:

This form is designed to make the Architectural Review Committee (ARC) approval and process quick and easy for you and the ARC. Project details must be submitted with this to expedite the ARC review. According to the Wellington Commons Homeowners Association Declaration of Covenants, Conditions and Restrictions, Article V, the ARC must respond to you in writing within 30 days of receipt of your application by our management company or your project is considered approved. Be sure to keep a copy of this request form and attachment on file. Please complete and mail or fax this form to:

Wellington Commons HOA  
c/o **Nadja Thomas**, American Management of Virginia  
7900 Sudley Rd, Suite 600  
Manassas, VA 20109  
703-771-3995 – Office 571-379-4475 – Fax  
nthomas@amvirginia.com

### **BE SURE TO ALLOW 30 DAYS FOR PROJECT REVIEW AND APPROVAL**

NAME: \_\_\_\_\_ LOT #: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

PHONE NUMBERS: (H) \_\_\_\_\_ (W) \_\_\_\_\_

PROJECT DESCRIPTION: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Please provide the following information with your ARC request:

- 1 Lot plan showing the location of the project on your lot (just hand drawn location on a copy of the plat map received at settlement).
- 2 Plan view showing details and dimensions.
- 3 Elevation views showing details and dimensions.
- 4 Hand-drawn sketches (to scale) are acceptable.
- 5 Color(s) and type(s) of materials to be used (include color chips!).
- 6 Location of trees and bushes used to “screen” the project (if applicable).
- 7 Brochures are suitable in lieu of drawings or sketches.
- 8 Verification of liability insurance to cover any potential damage.

**ANY PROJECT DISAPPROVED BY THE ARC MAY BE APPEALED TO THE BOARD OF DIRECTORS OF THE WELLINGTON COMMONS HOMEOWNERS ASSOCIATION.**

Please check the following and sign below:

\_\_\_ I/We understand that we MAY NOT CHANGE OR PROCEED WITH this project prior to review and approval by the Architectural Review Committee.

\_\_\_ Plans for the project are attached.

\_\_\_ I/We understand that the Board of Directors and the members of the Architectural Review Committee will inspect our property prior to approval of this application and must have reasonable access during daylight hours (per Section VI).

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\_\_\_ I/We further understand that we are responsible for calling Fairfax County Department of Environmental Management (4050 Legato Road, Fairfax, 703-352-0762) for REQUIRED building permit inspections. Permit will be posted at the job location.

\_\_\_ To minimize noise in the community, I/We MAY commence work on the project from 7:00 a.m. until darkness.

\_\_\_ Our/My project involves digging/grading. Miss Utility will be contacted at (800) 257-7777 to determine the location of power, gas, water, cable, sewer and any other underground lines.

\_\_\_ I/We understand that I/We must meet or exceed all Fairfax County building codes as established at the time the project is begun.

\_\_\_ This project will be installed/constructed by:\_\_\_\_\_.

\_\_\_ I/We understand that **FINAL ARCHITECTURAL REVIEW COMMITTEE APPROVAL is subject to receipt of Fairfax County final approval (if applicable.)**

I acknowledge and agree that I will be solely liable for any claims, including without limitation claims for property damage or personal injury, which result from the requested change or addition. I hereby indemnify the Association from and against any and all applicable codes and ordinances, and for obtaining all necessary permits and inspections for the requested change or addition and further that I am responsible for all maintenance, repair and upkeep of said change or addition.

\_\_\_\_\_  
Signature of Homeowner

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Homeowner

\_\_\_\_\_  
Date

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**ACTION BY THE ARCHITECTURAL REVIEW COMMITTEE**

Approved as requested.

Approved subject to the following conditions/modifications:

\_\_\_\_\_  
\_\_\_\_\_

Disapproved for the following reasons:

\_\_\_\_\_  
\_\_\_\_\_

Copy returned to Owner on:\_\_\_\_\_

\_\_\_\_\_  
Signature of ARC

\_\_\_\_\_  
Date