

**OAK HILL RESERVE HOMEOWNERS ASSOCIATION
APPLICATION FOR EXTERIOR MODIFICATION**

APPLICANT'S NAME: _____

ADDRESS OF PROPOSED CHANGE: _____

ALTERNATE MAILING ADDRESS (IF APPLICABLE): _____

HOME PHONE: _____ WORK PHONE: _____

CELL PHONE: _____ EMAIL ADDRESS: _____

FIRST SUBMITTAL: YES _____ NO _____ RESUBMITTAL: YES _____ NO _____

INSTRUCTIONS TO APPLICANT:

1. Consult the Design Guidelines for specific requirements for each proposed change.
2. Submit application form, drawings, and other required documents to:

**Oak Hill Reserve Homeowners Association
c/o SFMC, Inc.
9464 Innovation Drive
Manassas, VA 20110
OR
Email to ARCApplcations@sfmtcinc.com**

Describe proposed changes (attach additional sheets if needed):

Obtain signatures of property owners who will be most affected by the change (Minimum of 2):

Name	Address/Lot Number	I acknowledge that I have been advised of this change
_____	_____	_____
_____	_____	_____
_____	_____	_____

Estimated Start Date: _____ Estimated Completion Date: _____

(Allow 60 days for CC approval prior to start date)

1. I agree that compliance with Oak Hill Reserve Homeowners Association Architectural Guidelines and approval by the CC does not constitute compliance with county building and zoning codes, and CC approval shall not be construed as a waiver or modification of any code restriction.
2. I agree that no changes will be started until written approval of the CC has been received by me, and that if changes are made, I will be required to return the property to its former condition at my own expense.
3. I agree that members of the CC shall be permitted to enter upon my property if requested for the purpose of inspection of the proposed change, the project in progress, and the completed project.
4. I agree that the authority granted to make the proposed changes will be revoked automatically if the changes requested have not commenced within three (3) months of the approval date and completed within six (6) months thereafter.

HOMEOWNER'S SIGNATURE: _____ DATE: _____

ARCHITECTURAL APPLICATION INSTRUCTIONS

WHAT TO INCLUDE IN AN APPLICATION FOR EXTERIOR MODIFICATION:

EVERY MODIFICATION REQUIRES A SEPARATE FORM (I.E. Deck, Fence, and Patio should be 3 separate forms)

1. **A House Location Survey (Certified Plat).** A copy of your plat **MUST** be included for new construction and additions to be a permanent structure on the lot. Please submit a plat for decks, fences, patios, playsets, sheds, landscaping, etc. The location of the proposed structure **MUST** be drawn/outlined on the plat. Plats are not required for paint changes, storm doors/windows or other such modifications.
2. **Dimensions.** Provide all dimensions, including height, roof slope, etc. on new construction.
3. **Detailed Drawings.** A full set of architectural drawings must be included for some changes such as 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 in color for new window modifications, etc.
7. **Samples.** Provide a small sample of siding and/or shingle when changing the siding or the roof from its 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. A minimum of **TWO** signatures **IS** required with the application. **Neighbors' signatures are to acknowledge that the work is going to be commenced at the time referenced on your application, not to approve or disapprove of the modification.** **(If your form does not have a signature area then this is not required for your Association)**
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, and 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 **pools** include numbers 1 – 4, 6 and 8 & 9.
 - m. For **driveways** include numbers 1 – 4, 6 and 8 & 9.
 - n. For **attic vents/fans and/or skylights** include numbers 2, 3, 5, 6 and 9.
 - o. For **home additions and/or detached garages** include numbers 1 – 6, 8 and 9.
 - p. For **color changes** include numbers 5, 6 and 9.

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