

**Architectural Review Board (ARB) Application
Sully Station II Community Association**

Mail to: Sully Station II Community Association
Attn: Architectural Review Board
5501 Sully Park Drive
Centreville, VA 20120-5426

Optional copy by e-mail to:
Office@Sully2.com

Control #: (Internal Use Only)

Completed applications must be received by close of business two (2) business days prior to the ARB meeting.

Owner(s) _____

Email(s): _____

Owner(s) _____

Email(s): _____

Property Address: _____

Phone Number(s): _____

Indicate whether: Cell Home Work

Mailing Address: _____

Proposed Start Date: _____

Proposed Completion Date: _____

(After approval by the ARB)

Work to be done by:

Self Contractor

Style of Home:

Townhome Sully Estate Single Family

Description of Project:

Deck Fence Patio Play Equipment
 Gazebo Roof Landscaping Windows

Painting/Staining Awning
 Other (Identify) _____

Description of Project(s):

The Declaration of Covenants requires that you submit to the Architectural Review Board (ARB) for approval of **all** proposed exterior additions, changes or alterations to your house and lot. **In order to be considered by the ARB, your application must be complete and must include detailed information describing the proposed change, including appropriate samples and drawings to scale.**

Required Exhibits and Supporting Documentation: An application submitted without all required submissions will be considered incomplete. In such cases, the ARB's review period will not commence until all required submissions have been provided. Other exhibits may be requested to permit adequate evaluation of the proposed change, including physical samples, and drawings that are accurate to scale. If you have any questions regarding the required submissions or the application process, you are advised to read these 2018 Guidelines carefully and seek guidance from the On-site Management Office prior to submission of an application.

Colors: The name of the color/stain and a sample of the color(s) to be used must be submitted. Please see guidelines Appendix A for a list of Sully Station II Acceptable Colors. Cluster or adjacent neighbor colors also need to be provided.

Location and Dimensions: A site plat showing the location and dimensions of the proposed improvement, including orientation with respect to the property lines, unit, and adjacent dwelling units must be submitted, drawn to scale. A plat is not required for paint changes, roof replacement, door or window modifications.

Architectural Drawings and Landscape Plans: Detailed architectural drawings or plans, drawn to scale, must be provided for decks, storage sheds, any structural additions to the home and major landscape improvements which would change the appearance or topography of the lot or landscape plan originally provided by the builder.

Photographs: The inclusion of photographs is appropriate for trees to be removed, exterior lighting fixtures, decorative objects and similar cosmetic additions to the unit or lot. Photos of existing conditions are helpful.

For Townhomes, if replacing roof, changing the paint/stain color, replacing windows or such, please include information and photographs on other units in cluster regarding the existing color of the roof, style of window etc. that pertain to improvement you are applying for so that the design compatibility remains consistent.

Adjacent Neighbor Acknowledgement of Receipt of Application

You are required to obtain the signatures of two (2) adjacent neighbors to confirm their receipt of your application. This may include the neighbor directly behind you if the project will be visible to them. If you own a corner lot, include the signature of the lot directly across from you or the lot that can see the requested modification. If unable to obtain the signatures of the adjacent neighbors on two Lots, then your signature below represents a certification from you that you have provided a copy of your completed ARB application to all of your adjacent neighbors. You must also initial item 10 below certifying that you provided that complete application to them.

Signature(s) of neighbor(s) below DOES NOT constitute approval of proposed changes, but indicates an awareness of the project.

Additionally, neighbors may submit any documents/letters to the ARB regarding the application and may appear in person to comment on the application at any ARB and/or BOT hearing on the application,

Owner Renter

Address:

Name:

Signature:

Owner Renter

Address:

Name:

Signature:

Owner's Acknowledgements (Please initial items 1-10) I understand and agree:

1. _____ that approval by the ARB shall in no way be construed as to pass judgment on the correctness of the location, structural design, suitability of water flow or drainage, location of utilities, or other qualities of the proposed change being reviewed.
2. _____ that it is Owner's responsibility and obligation to obtain all required building permits, to contact *Miss Utility*, and to construct the improvements in a workmanlike manner in conformance with all applicable building and zoning codes.
3. _____ that approval by the ARB shall in no way be construed as to pass judgment on whether the proposed change being reviewed is in compliance with the applicable building and zoning codes of the Fairfax County.
4. _____ that approval of any particular plans and specifications or design shall not be construed as a waiver of the right of the ARB to disapprove such plans and specifications, or any elements or features thereof, in the event such plans are subsequently submitted for use in any other instance.
5. _____ that no work on the proposed change shall begin until written approval of the ARB has been received by me; that, if work is begun prior to approval, I may be required to return the property to its former condition at my own expense if this application is disapproved wholly or in part; and I may be required to pay all legal expenses incurred.
6. _____ that there shall be no deviations from the plans, specifications, and location approved by the ARB without prior written consent of the ARB; any variation from the original application must be submitted for approval.
7. _____ that I authorize members of the ARB or managing agent to enter upon my Property to make one or more routine inspection(s).
8. _____ that construction or alterations in accordance with the approved plans and specifications must commence within six (6) months of the approved date of the application and be completed within twelve (12) months of the approved date, otherwise the approval by the ARB shall be deemed conclusively to have lapsed and to have been withdrawn.
9. _____ that I am responsible for any damage and all cost to repair greenspace or community property that results from the proposed modification.
10. _____ that I certify, where the neighbors' signature(s) are missing, that I have provided a copy of my complete application to all of the adjacent neighbors, and that I did so prior to submitting this application to the ARB.

I give permission for Sully Station II Community Association to use my email address and phone number for communication, **subject to the provisions in these 2018 Guidelines. I further expressly waive any mode of Notice otherwise required by the 2018 Guidelines where I have actual knowledge of such information or documentation and further agree that this application will be made available for review and copying upon reasonable request of a Sully Station II Owner in good standing, upon written request.**

Owner Applicant Signature(s): _____

Printed: _____ **Date:** _____

Co-Owner: _____

Printed: _____ **Date:** _____