

Franklin Farm Architectural Review Board

Application Process

Please follow the steps listed below for a successful application process:

- Step 1:** Review the checklist on page 2 to ensure proper documentation is included in your application.
- Step 2:** Provide all of the requested contact and property information and *Standards* reference page number.
- Step 3:** Describe the alteration in full detail by providing sketches, drawings, clippings, pictures, catalog illustrations and/or other pertinent data on attached sheets. Provide a copy of your site plan (the surveyor's **plat** given to you at closing), which depicts the dimensions and location of your requested alteration. Indicate the proposed start and finish dates for the alteration.

(NOTE: A copy of your plat can be obtained from the Fairfax County Department of Planning and Zoning, Building Permit Review Branch.)

- Step 4:** Once the application is complete, obtain the signatures of at least FOUR (4) individuals residing in the properties who are directly or most affected by your alteration. Because they are adjacent and/or have a view of your house, it is important to make them aware of pending changes. The Foundation Executive Director can grant an exception to the number of signatures required in cases where there may be less than four (4) affected neighbors due to the lot location. These signatures indicate an awareness of your intent, not approval or disapproval of your proposed changes. Any resident with questions, comments, or concerns regarding the intended alterations may immediately notify the Foundation office, in writing.

- Step 5:** Sign and date the application.

This application cannot be accepted by the Foundation Office unless ALL procedures are followed. Please deliver or mail this completed application to:

**Franklin Farm Foundation
Attention: Architectural Review Board
12700 Franklin Farm Road, Oak Hill, VA 20171**

- Step 6:** Try to attend the meeting in which your application will be reviewed. Any questions about your application are able to be addressed in real time if you attend your scheduled meeting. If you do not attend the meeting and questions arise about your application that cannot be answered, the application may be disapproved.

Appeal Process

The function of the Board of Trustees (BOT) when hearing an appeal from a decision by the Architectural Review Board is to review that decision in light of the following criteria:

1. The Architectural Review Board followed proper procedures in reviewing the application.
2. The applicant or other concerned and directly affected person(s) who indicated a desire to be heard received a fair hearing.
3. The decision rendered by the Architectural Review Board had a rational basis and was not arbitrary.

An applicant who is dissatisfied with a decision of the Architectural Review Board on the applicant's application may request an appeal to the Board of Trustees by giving verbal notice to the Architectural Review Board administrator within 48 hours of receiving in writing the Architectural Review Board decision, followed by a written request within five (5) working days.

Step 1:

APPLICATION CHECKLIST							
	Items on ARB application are required for all submissions	Location of proposed changes	Construction materials, style, size, color	Adjacent neighbor's color schemes	Drawings and illustrations	Pictures and/or manufacturer's literature	Changes to landscaping or drainage
Alteration/Addition Type	1 through 5	6	7	8	9	10	11
Additions to Existing Structures	✓	Plat	✓	✓	Arch	✓	✓
A/C Units/Heat Pumps/Generators	✓	✓				✓	✓
Attic Ventilation and Gas Flues	✓		✓			✓	
Barbecues and Firepits	✓	✓	✓		✓	✓	
Chimneys	✓	✓	✓	✓			
Clotheslines	✓	✓			✓		✓
Compost Piles	✓	✓				✓	✓
Curb Numbers	✓						
Decks and Patios	✓	Plat	✓		Arch	✓	✓
Doghouses, Animal Enclosures, and Pet-Access Doors	✓				✓	✓	✓
Driveway Additions or Modifications	✓	Plat	✓				✓
Exterior Decorative Objects	✓	✓			✓	✓	
Exterior Lighting and Electronic Items	✓	✓			✓		
Exterior Siding/Trim Color Change	✓		✓	✓		✓	
Fences	✓	Plat	✓			✓	✓
Firewood	✓	✓					✓
Flagpoles	✓	✓			✓		
Garages and Carports	✓	Plat	✓		Arch	✓	✓
Greenhouses, Florida or Sunrooms, & Screened Porches	✓	Plat	✓		Arch	✓	✓
Gutters and Downspouts	✓		✓	✓		✓	
Handicapped Access Facilities	✓	Plat	✓		✓		✓
Landscaping, Gardens, and Trees	✓	Plat	✓		✓		✓
Mailboxes	✓	✓	✓			✓	
Oil and Propane Tanks	✓	Plat	✓			✓	✓
Portable Storage Units	Note 1						
Recreation and Play Equipment	✓	Plat	✓			✓	
Roofing	✓		✓	✓		✓	
Satellite Dishes, Wireless Cable, and Television Broadcast Antennas	✓	✓	✓			✓	
Sidewalks and Pathways	✓	Plat	✓		✓	✓	✓
Signs	✓	✓			✓		
Skylights	✓	✓	✓			✓	
Solar Collectors	✓	✓	✓			✓	
Storage Sheds	✓	Plat	✓		✓	✓	✓
Storage of Commercial Vehicles, Boats, Trailers, Campers, Mobile Homes, RVs, or Inoperable Vehicles	✓	Plat	✓				✓
Storm Doors	✓		✓	✓		✓	
Sun Control Devices and Awnings	✓	✓	✓			✓	
Swimming Pools and Hot Tubs	✓	Plat	✓		✓	✓	
Vehicle Parking							
Windows	✓		✓	✓		✓	

Note 1: Temporary Permit Required.

Franklin Farm Foundation
Exterior Alteration Application

For Internal Use Only	
Date Received _____	45-Day Clock Expires _____
Received By _____	
ARB Meeting Date _____	

Step 2: (Please Print)

PROPERTY ADDRESS _____

NAME(S) OF APPLICANT(S) _____

APPLICANT(S) EMAIL ADDRESS _____

HOME PHONE _____ MOBILE/WORK PHONE _____

NEIGHBORHOOD _____

APPLICABLE ARB STANDARDS SECTION(S) _____

Step 3:

REQUEST FOR APPROVAL: Please provide a brief description of the request. Attach drawings, plans, material samples and any additional items needed to provide complete details of the request. When applying for color changes, neighboring property colors must be included. Refer to the application checklist (Step 1) on page 2 for additional information.

The ARB may void any application that misrepresents a material fact.

Estimated Start Date _____ Estimated Completion Date _____

Step 4:

NEIGHBORHOOD AWARENESS: As one of the most affected residents of the proposed architectural alteration described above, you are being asked to signify your awareness of this application. Please note, your signature does not constitute approval or disapproval. It acknowledges that you are aware of the proposed alteration. If you have any questions, comments or concerns, please notify the Foundation office in writing.

Signature	Date	Address (Please Print)
1. _____	_____	_____
2. _____	_____	_____
3. _____	_____	_____
4. _____	_____	_____

APPLICANT AWARENESS: By your signature, you are aware of the following caveats; that is —

“I understand that:

- Any approval is contingent upon the alteration(s) being completed in a workman-like manner and maintained in a reasonable state of repair henceforth.
- Any construction or exterior alteration made before approval of this application is not recommended. If alterations have been made prior to approval, then I may be required to return this property to its former condition at my own expense.
- All changes described in this application shall comply with the provisions of the Building and Zoning Codes of Fairfax County.
- The dimensions and locations shown on the site plan (plat) are exact and in accurate relationship to existing structures.
- My neighbors’ signatures indicate an awareness of my intent and do not constitute or indicate their approval or disapproval of my application.
- Affected community members may review this application at the Foundation office and attach any notes or comments for consideration by the ARB. Written statements, if any, will be reviewed at the next full ARB meeting.
- Members of the Board of Trustees, Foundation staff, and the ARB are permitted to enter upon my property (at any reasonable hour) for the purpose of inspecting the proposed application, the project in progress, or the completed project. Such an inspection does not constitute a trespass.
- I am aware of both the Franklin Farm Foundation *Covenants* and the *Architectural Standards and Guidelines*.”

Step 5:

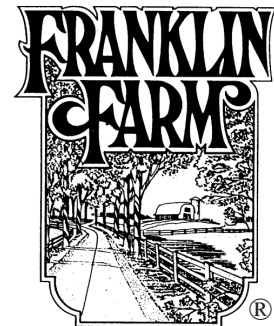
Applicant(s) Signature(s):

_____ Date _____
_____ Date _____

ARCHITECTURAL REVIEW BOARD ACTION:

_____ APPROVED AS SUBMITTED

_____ DENIED WITH COMMENTS BELOW:



Signature _____ Date _____