

DESIGN REVIEW APPLICATION
KINCAID FOREST HOMEOWNERS ASSOCIATION, INC.

Please Mail or Deliver to:

Kincaid Forest Homeowners Association, Inc.
Post Office Box 2070
Purcellville, Virginia 20134-2070

1. NAME: _____
2. ADDRESS OF PROPOSED CHANGE: _____
3. SECTION/LOT NUMBER: _____
4. HOME PHONE: _____ WORK PHONE: _____
5. E-MAIL ADDRESS: _____
6. DETAILED DESCRIPTION OF PROPOSED CHANGE:

Provide a detailed description of the proposed change including the type and color of materials to be used, dimensions of any structure (deck, patio, play equipment, walkway, mulch bed, etc), location on the property, steps to be taken to minimize any adverse visual effects on neighboring properties, and any other pertinent information required to evaluate the proposed change. Also provide the purpose or reason for the change.

Please be as detailed as possible.

7. ESTIMATED STARTING DATE OF CONSTRUCTION: _____
(After approval by the Covenants Committee)
8. ESTIMATED COMPLETION DATE: _____

9. **REQUIRED EXHIBITS AND SUPPORTING DOCUMENTATION:**

The supporting exhibits or documentation listed below must accompany the design review application for the proposed change, as applicable. An application submitted without all required submissions will be considered incomplete. In such case, the Covenants Committee's forty-five (45) day review period will not begin until all required submissions have been provided. In general, an applicant should provide all documents and exhibits required by the Town of Leesburg.

- a. Paint or Stain Colors – A sample and model number of the color(s) to be used must be provided, both for repainting or restaining existing improvements and for structural additions, together with a list of existing paint colors on the house or appurtenant structures which will remain unchanged.
- b. Finish Materials – A description and/or sample of all finish materials to be used for the exterior surface of proposed improvements must be provided.
- c. Site Plan – A site plan, drawn to scale, showing the location and dimensions of the proposed improvement including orientation with respect to the property lines, unit, and adjacent dwelling units, must be provided for decks, patios, walls, storage sheds, fences, major landscape changes which require approval, and structural additions to the home.
- d. Architectural Drawings and Landscape – Detailed architectural drawings or plans must be provided for decks, storage sheds, and structural additions to the home, new or replacement homes, and for major landscape improvements which would change the topography of the lot or landscape plan originally provided by the builder.
- e. Photographs – The inclusion of photographs is appropriate for exterior lighting fixtures, decorative objects, storm doors, and similar cosmetic additions to the unit or lot.
- f. Other Exhibits – Other exhibits may be required in order to permit adequate evaluation of the proposed change. Homeowners are advised to seek guidance from the Covenants Committee or Managing Agent prior to submitting an application.

10. **NOTIFICATION OF ADJACENT LOT OWNERS**

A homeowner submitting a design review application is required to provide notice of the application to all lot owners (other than builders) whose lots immediately abut the applicant's lot or are separated from the applicant's lot by a street or common area and for whom the proposed improvement will be visible from the adjacent lots. Owners shall attempt to notify all adjacent neighbors. Adjacent neighbor signatures do not constitute approval of the application or adjacent neighbor's permission to perform the work. Consult the Managing Agent if uncertain which adjacent neighbor signatures are required.

Proof of notice is required through the signing of the design review application by the adjacent lot owners.

Notes:

- a. Nothing contained herein shall be construed to represent that alterations to lots or buildings in accordance with these plans shall not violate any of the provisions of the Building and Zoning Codes of the Town of Leesburg to which the above property is subject. Further, nothing contained herein shall be construed as a waiver or modification of any said restrictions.
 - b. Where required, building permits shall be obtained prior to the start of any construction. Nothing contained herein shall be construed as a waiver of said requirement.
 - c. Owner understands and agrees that no work on this request will commence until written approval has been obtained from the Covenants Committee.
 - d. Owner further understands and agrees that any exterior alterations undertaken before written approval is obtained is not permitted and that the Owner may be required to restore the property to its former condition at Owner's own expense if such alterations are made and subsequently disapproved in whole or part. Further, Owner understands that any legal expense associated therewith may be the responsibility of Owner.
 - e. Owner agrees to give the Covenants Committee and/or Managing Agent express permission to enter on the Owner's property at a reasonable time to inspect the proposed project, the project in progress, and the completed project.
 - f. Owner understands that any approval is contingent upon the completion of alterations in a workmanlike manner and in accordance with the approved plan and specifications for said alterations.
11. Owner acknowledges that he is familiar with the design review requirements and procedures for the Kincaid Forest Homeowners Association, Inc.
12. Owner understands that the authority to perform an alteration granted by this application will automatically expire if work is not commenced within 180 days following approval and completed within 360 days or such other time frame as may be authorized by the Covenants Committee.
13. Owners understand that they are responsible for obtaining all required permits from local government agencies. Covenants Committee approval in no way provides any waiver for such governmental requirements.

OWNER'S SIGNATURE: _____ DATE: _____

SIGNATURES OF ADJACENT LOT OWNERS *

1.	Name: _____	_____
	Please Print	Signature
	_____	_____
	Section	Lot
		Street Address
2.	Name: _____	_____
	Please Print	Signature
	_____	_____
	Section	Lot
		Street Address
3.	Name: _____	_____
	Please Print	Signature
	_____	_____
	Section	Lot
		Street Address
4.	Name: _____	_____
	Please Print	Signature
	_____	_____
	Section	Lot
		Street Address
5.	Name: _____	_____
	Please Print	Signature
	_____	_____
	Section	Lot
		Street Address

* Signatures of adjacent lot owners DO NOT IMPLY CONSENT only notification. Adjacent lot owners should contact the Management Agent with any questions or concerns.