



Architectural Change Request Form

The Architectural Review Committee generally meets the 2nd Tuesday of each month. Applications are due the Friday before this meeting.

In accordance with the recorded covenants, conditions and restrictions of the Association, and in order to protect each individual lot owner's rights and values, it is required that any lot owner considering improvement of their deeded property must submit the following information to the Architectural Review Committee **PRIOR** to initiating work on the planned improvement:

1. Completed and signed Architectural Change Request form. **** ONE FORM PER REQUEST****
2. Complete & detailed building plans including specifications, materials, & color samples, as applicable.
3. Provide a Plat Map of your property showing where the improvement will be located. Plat maps are typically included with closing documents and may be obtained from the FFXCO Office of Zoning (703)222-1082 located at 12055 Government Center Pkwy., Fairfax, Virginia.
4. Photos of your property and/or the proposed change, as applicable.
5. Neighbor acknowledgement.

Owner Name(s):		City, State, Zip	
Property Address:			
Email Address:		Phone Number:	

Location of improvement (check actual areas that apply):

- Front of dwelling
 Back of dwelling
 Side of dwelling
 Roof of dwelling
 Other _____

Type of Improvement:

- Deck Landscaping Roof Replacement Windows
 Door Patio Shed Other _____
 Driveway Play Equipment Siding
 Fence RV Parking Tree Removal

Other Important Information:
 Color Name (please include a color sample): _____
 Materials: _____
 Dimensions: _____
 Additional Information: _____

FAILURE TO SUBMIT THE REQUESTED INFORMATION (ITEMS 1, 2, 3, 4 & 5) PRIOR TO CONSTRUCTION MAY RESULT IN DENIAL OF YOUR REQUEST FOR IMPROVEMENT. The Committee has the right to request that an owner remove any improvement installed without prior written approval. Any homeowner considering any exterior improvement to their property is urged to review the recorded deed restrictions prior to their initial request.

RETURN COMPLETED FORM TO: Newington Forest Community Association, 8201 Southrun Road, Springfield VA 22153 or via Email to Inspections@NewingtonForest.org

Homeowner's Acknowledgement (please read and initial):

- _____ All work must be completed in a professional workmanlike manner, nothing will be installed beyond the property line, and no portion of the alteration will encroach on the NFCA common ground.
- _____ All work must be completed within one (1) year of the date of approval by the ARC.
- _____ This approval does not waive the responsibility of obtaining any required local permits.
- _____ This application is subject to continued compliance with Newington Forest Covenants and Guidelines.
- _____ Drainage must not adversely affect neighboring property and/or the Common Area.
- _____ Check with Miss Utility (800-552-7001) for location of underground utilities.
- _____ Retain existing trees and the natural contour of the land.
- _____ Ensure a survey is completed before the installation of a fence.
- _____ Stumps must be removed, ground down, or cut flush with the ground level if located in public view.

I agree not to begin construction/installation without written approval from the Committee. I understand that all construction shall meet NFCA Standards as well as Fairfax County code, and that Committee approval does not override Fairfax County codes, but rather, is intended to work in conjunction with them. Additionally, I agree to obtain neighbors signatures acknowledging that they are aware of the planned improvements (neighbor signatures do not indicate approval of any improvements).

Homeowner Signature		Date
Neighbor Signature	Date	Address
Neighbor Signature	Date	Address

Do not write below this line

- The Architectural Review Committee (ARC) is pleased to inform you that your change request has been approved, subject to the conditions cited on this application.**
- The Architectural Review Committee (ARC) regrets to inform you that your change request has been denied for the following reasons:**
 - The change requested is in conflict with the Newington Forest Covenants, guidelines, or a Policy Resolution of the Board of Directors.
 - Additional information or clarification is needed (see attached). Until this information is received, reviewed and acted on by the Committee, no action should be taken on this change.

OFFICE USE ONLY 10/20

Received On: _____ Action Number: _____ Action: Approved Denied

ARC Rep Signature _____ Date _____ Final Inspection Date _____ Constructed as Applied
 Comments: _____ Additional Review Needed

PLEASE CONTACT THE NFCA OFFICE TO SCHEDULE A FINAL INSPECTION WHEN THIS PROJECT IS COMPLETE.