



12001 Sunrise Valley Drive
Reston, Virginia 20191
(703) 435-6530
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www.reston.org

FOR INTERNAL USE ONLY

DATE RECEIVED _____

Review: STAFF CONSULTATION PANEL

AFFECTED PARTY VIOLATION POAA

Item: _____

Date: _____

Agenda # _____

DESIGN REVIEW APPLICATION FORM
For Exterior Changes, including Tree Removal, on Individual Property

PROPERTY STREET ADDRESS _____ ZIP _____

NAME(S) OF PROPERTY OWNER(S) _____

PROPERTY OWNER(S) EMAIL ADDRESS _____

TELEPHONE NUMBER (HOME) _____ (WORK) _____

MAILING ADDRESS (if different) _____

_____ ZIP _____

CLUSTER (if applicable) _____

SECTION _____ BLOCK _____ LOT _____

REQUEST FOR APPROVAL (Please provide a brief description of the project. Use attachments for details, drawings, plans, or catalog-cuts. Refer to the **Design Guidelines** for additional information.)

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

RPA (Chesapeake Bay Resource Protection Area) – In addition to DRB requirements, your property may be in a designated RPA where tree removal and building restrictions apply. Before beginning any tree removal or construction, contact Fairfax County's Environmental and Site Review Division at 703-324-1720 or <http://www.co.fairfax.va.us/dpwes/environmental/cbay/default.htm>.

I agree to take no action to implement this project until receipt of the final decision, which will be mailed certified, return receipt requested, as required by state law (Virginia Property Owners' Association Act).

OWNER'S SIGNATURE (Required) _____
Signatures must be legal property owner(s) or agent as power of attorney.

Printed Name _____

It is the responsibility of the applicant to provide copies of updated plans to any registered affected parties prior to DRB review.

THE RESTON DEED GRANTS THE RESTON ASSOCIATION INGRESS AND EGRESS OVER THE EXTERIOR GROUNDS OF YOUR PROPERTY/LOT, IF NEEDED, CONCERNING THIS APPLICATION.

(See section on back for Neighbor Notification signatures, if applicable.)

If you have questions about levels of review or what is required for your project, please refer to the Design Guidelines (<http://www.reston.org>) or call 703-435-6530.

**** AFFECTED PARTY REGISTRATION ****

An Affected Party is any owner of Property subject to the Reston Deed, including but not limited to the Reston Association Board of Directors, or Cluster, or Condominium, or their agents who register with the DRB and who is materially impacted by the use or design of another Property owner. To register as an Affected Party, you must submit a written statement of concerns to the DRB secretary within five (5) days of signing this application. Any Affected Party may be heard by a DRB Panel; will receive notice of decisions and any subsequent actions taken by the DRB; will be sent notice of the Applicant's appeal, if made; and may file his/her own appeal, all with respect to this application.

I want to register as an Affected Party and understand that I must submit a written statement of my concerns to Reston Association Covenants Administration Staff (DRB secretary) within five (5) days. I also understand that if I fail to submit a written statement within five (5) days, I will be removed from this application as a registered Affected Party.

Affected Party Name (printed)	Signature	Email or Street Address	Phone Number
1. _____	_____	_____	_____
2. _____	_____	_____	_____
3. _____	_____	_____	_____

If you want to register as an Affected Party but do not wish to provide the above information please contact the Reston Association by calling 703-435-6530 within five (5) days.

*Office Use Only: *Review Date Confirmed AP #1 yes/no * *Review Date Confirmed AP #2 yes/no *
*Review Date Confirmed AP #3 yes/no * Advisor Initials _____*

****NEIGHBOR AND BOARD OFFICER NOTIFICATION ****

Section III.6.d(4)(iii) of the Reston Deed requires all applicants to submit with their application the signatures of at least three different Lot Owners adjacent to or within view of the applicant's alteration or improvement, at least one of which shall be from an adjacent Lot Owner. In addition, if the applicant's Lot is within a Cluster Association at least one of the signatures must be that of a Cluster officer. The required signatures are merely an acknowledgement of the applicant's submission to the DRB and are in no way to be considered either an approval or disapproval of the pending application. At the discretion of the DRB, applications that the DRB determines to have a wider impact on the community may be required to provide additional notice beyond the signatory requirements of this provision.

If the applicant's property is located in a Cluster, one (1) Cluster officer signature is required.

NEIGHBORING PROPERTY OWNERS' ACKNOWLEDGEMENT (Required for all applications except those that meet the criteria for staff review. See the specific Design Guideline for the proposed project. http://www.reston.org/Design_Review/d_designguidelines.html)

Name (printed)	Signature	Address	Phone Number
1. _____	_____	_____	_____
Is the above signature from a cluster board officer? Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, which officer? _____			
2. _____	_____	_____	_____
Is the above signature from a cluster board officer? Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, which officer? _____			
3. _____	_____	_____	_____
Is the above signature from a cluster board officer? Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, which officer? _____			