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FOR INTERNAL USE ONLY

DATE RECEIVED _____

Review: STAFF CONSULTATION PANEL

AFFECTED PARTY VIOLATION POAA

ITEM: _____

DATE: _____

Agenda # _____

DESIGN REVIEW BOARD (DRB) Application Form
For Improvements, Alterations, Additions, and Redevelopment

PROPERTY STREET ADDRESS _____ ZIP _____

NAME(S) OF PROPERTY OWNER(S) _____

PROPERTY OWNER(S)' EMAIL ADDRESS _____

TELEPHONE NUMBER HOME _____ WORK _____

MAILING ADDRESS _____ ZIP _____

CLUSTER (if applicable) _____

SECTION _____ BLOCK _____ LOT _____

REQUEST FOR APPROVAL (Please provide a brief description of the request. 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.
 Signatures must be of legal property owners or agent as power of attorney.*

RPA (Chesapeake Bay Resource Protection Area) – Your property may be in a designated RPA where certain tree removal and building restrictions apply. Before beginning any tree removal or construction, contact Fairfax County's Environmental and Site Review Division, 703-324-1720, and visit their web site for more information, <http://www.co.fairfax.va.us/dpwes/environmental/cbay/default.htm>

OWNER'S SIGNATURE (Required) Print _____

Sign _____

PERMISSION IS GRANTED TO MEMBERS OF THE DRB AND RA STAFF TO ENTER ONTO THE EXTERIOR GROUNDS OF MY PROPERTY IF NEEDED IN PREPARATION FOR THE REVIEW OF THIS APPLICATION.

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

**** NEIGHBOR NOTIFICATION ****

Section III.6.d(4)(iii) The DRB shall “require every applicant 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.”

**** AFFECTED PARTY REGISTRATION ****

To register as an Affected Party, submit a written statement of concerns to the DRB Secretary within 5 days of receiving this application. An Affected Party is a Property owner who is determined by the DRB to be “materially impacted by the use or design of another Property owner.” Any Affected Party may be heard at the Panel review; will receive notice of decisions and any subsequent actions the DRB takes; will be sent notice of the Applicant’s appeal; and may file his/her own appeal, all with respect to the application.

**** STAFF REVIEW ****

Staff may review an application if it conforms to the specific guideline that allows this option. Please consult staff or the Design Guideline as to whether or not Neighbor Notification signatures are required.

**** STAFF REVIEW IN CONSULTATION WITH A DRB MEMBER ****

An application for which there is no Affected Party and which does not require review by a DRB Panel (see specific Design Guideline), may be reviewed by staff in consultation with a DRB member. Neighbor Notification signatures are required. The applicant may appeal this decision or request that the application be referred to a DRB Panel.

**** PANEL REVIEW ****

All appeals, applications with a registered Affected Party and applications for any changes that require Panel review under the Design Guidelines will be scheduled for review by a DRB Panel. Neighbor Notification signatures are required. Applications for initial construction and teardown/infill will be scheduled for review by the full Design Review Board.

IMPORTANT: Please contact Reston Association staff if you are unable to attend the DRB meeting for which you are scheduled.

**** APPEALS ****

All requests for appeals of a decision must be in writing and must be received by the DRB Secretary from the Applicant within 15 days after the mailing of the notice of the decision and from the Affected Party within 7 days after the mailing of the notice of the decision. The Secretary will submit the appeal to the next DRB Panel qualified to hear the appeal. For assistance in appealing the decision, please contact the Covenants Administration Office.

NEIGHBORING PROPERTY OWNERS’ ACKNOWLEDGEMENT (Required for all applications except those that meet the criteria for staff review. See specific Design Guideline for project.)

Check box below if you intend to register as an Affected Party. If so, you ***must*** complete the procedures described above.

Name (printed)	Signature	Date	Address	<input type="checkbox"/>
1. _____				<input type="checkbox"/>
2. _____				<input type="checkbox"/>
3. _____				<input type="checkbox"/>

If the property is located in a cluster, one of the above signatures must be a Cluster Officer. Please indicate which signature is that of the Cluster Officer and the position held.