

Application for Architectural Change (revised January 2024) **Oakton Mill Estates Homeowners Association (OME HOA)**

General Information:

Prior to the construction of an addition to a residence, other structures, and improvements on a Lot, a written application must be filed with the Association's Architectural and Environmental Control Committee (AECC). Applications shall include detailed plans and specifications, including but not limited to design, location, size and appearance. The AECC reserves the right to require any additional information deemed reasonably necessary to properly process and evaluate any application.

In the event the AECC fails to act upon any properly completed written application within sixty (60) days after the plans and specifications have been received by the AECC, those plans, and specifications shall be deemed approved by the AECC, unless in conflict with the provisions of OME HOA's Governing Documents or any published rules or architectural standards adopted.

The Owner will submit a proposed schedule for completion of the project within the AECC application. An Owner may request an extension of time to complete the project if a written request is received by the AECC before the scheduled project completion date. The AECC can grant an extension on a project for any period of time.

The AECC is authorized to approve or disapprove any complete plan or specification submitted by an Owner for exterior work in accordance with OME HOA's Governing Documents. Any approval or disapproval of plans and specifications by the AECC shall be in writing. Any party aggrieved by a decision of the AECC may appeal such decision to the Board by giving written notice of such appeal to the Board within thirty (30) days of the adverse decision. If the Board of Directors fails to decide an appeal within sixty (60) days after receipt, it shall be deemed automatically approved, unless it is contrary to the provisions of the Governing Documents. The approval of all plans and specifications is entirely separate and independent from any permitting requirements established by local or other law. Owners are solely responsible for determining the necessity of, and obtaining the approval of, any appropriate authority or governmental agency, such as obtaining any necessary building permits.

Owner Information:

Owner: _____ Phone (H): _____

Address _____ Phone (W): _____

_____ Email: _____

Directions (Please type or print; add additional sheets if necessary)

Use the area below to briefly describe all proposed changes or additions to a residence, other structures, or improvements to your lot or home. Attach required details by sketches, drawings, clippings, catalog illustrations, or pictures and other pertinent information or data. Show location of item on your property on a copy of the lot survey, if appropriate. Provide a proposed schedule for completion of the project.

Additional Shed or Third Car Garage Directions (Please type or print)

If one or more of the proposed changes or additions to your residence, other structures, or improvements to your lot or home is for an exterior free-standing shed or a third-car garage, in addition to the other required information, details and locational information described in this form, please provide the information requested in OME HOA's Administrative Resolution No. 2024-01, "Requirements for Construction of a Shed and Third Car Garage" document dated January 17, 2024 for the shed or third-car garage option that you propose to construct.

The 'Plans' section of the "Requirements for Construction of a Shed and Third Car Garage" document notes the information required, which is to be submitted within this application. The submittal requirements are noted below under Attachment 1. The other sections of this 'Requirements' document describe other details and requirements for construction of a shed or third-car garage. OME HOA's Administrative Resolution No. 2024-01, "Requirements for Construction of a Shed and Third Car Garage" document, can be found on the following HOA website: <https://www.oaktonhoa.org/documentsminutes>

Signatures:

Consent of property owners who are most affected because they are adjacent to and/or have a view of your proposed change(s) is required. Should any of your neighbors disapprove, please have them indicate the reason for their disapproval in the comments section on page 2. A property owner's signature indicates approval of your intent as described above.

In addition to the signatures of the property owners mentioned above, an approval by the Architectural and Environmental Control Committee (AECC) is required.

Name: _____

Name: _____

Address: _____

Address: _____

Signature: _____

Signature: _____

Name: _____

Name: _____

Address: _____

Address: _____

Signature: _____

Signature: _____

Name: _____

Name: _____

Address: _____

Address: _____

Signature: _____

Signature: _____

Comments: _____

Owner's Acknowledgements:

1. Approval of this application shall not be construed to represent that alteration to land or buildings in accordance with these plans may violate any of the provisions of the building and zoning codes of Fairfax County or the Commonwealth of Virginia.
2. It is the homeowner's responsibility to acquire all required building permits for the proposed project.
3. Inspections are the responsibility of the owner.
4. This application shall not be construed as a waiver or modification of any existing OME Restrictive Covenants.
5. No work on this request shall commence until written approval of the AECC has been received.
6. Any construction or exterior alteration undertaken by the owner (or on behalf of the owner) before approval of this application is not allowed. If alterations are made and this application is subsequently disapproved wholly or in part, the owner may be required to return the property to its former condition. The owner also may be required to pay all legal expenses incurred.
7. The alteration authority granted by this application will automatically be revoked if the alterations requested have not commenced within 180 days of the approval date of this application.
8. A copy of this application will be provided to the owner after review by the AECC.

Owner Signature: _____ Date: _____

Co-Owner Signature: _____ Date: _____

Attachments (as appropriate):

1. Sketch, photo, catalog illustrations, proposed construction schedule, specifications, etc.
2. Copy of survey marked with change being requested

FOR COMMITTEE USE ONLY:

Date Received: _____

Approved: _____ Date: _____

Signature: _____ Signature: _____

Disapproved: _____ Date: _____

Comments: _____

Attachment 1: AECC Application Submittal Requirements for Construction of a Shed and/or Third Car Garage

1) Requirements for Construction: Stand-Alone Shed

Plans

- Prior to the construction or installation of this structure on a Lot, plans must be submitted to the Architectural and Environmental Control Committee (AECC) and must show how the shed will meet the requirements for construction of a shed that are specified within OME HOA's Administrative Resolution No. 2024-01, "Requirements for Construction of a Shed and Third Car Garage" document dated January 17, 2024. Upon review and approval of plans, the AECC would provide provisional/tentative approvals of the plans until the owner receives all required County and State permits for construction. The owners would show the AECC these approved permits before any construction begins; upon review of these documents, the AECC would then approve the plans.
- Sheds must be approved by AECC prior to installation.
- Homeowners can apply for a waiver from the AECC Committee to allow for an exception to any of the requirements associated with Stand-Alone Sheds. Within the waiver application the homeowner should provide the reason(s) for the waiver and any efforts the homeowner proposes to take to mitigate the requirement(s) which are requested to be waived. The AECC has ultimate authority to approve or disapprove the waiver application.
- It is the responsibility of the homeowner to secure all necessary permits and present these permits to the AECC.
- Must submit details to the AECC including:
 - a) Plan for the outer appearance of the shed. This should include a drawing and/or pictures of the final appearance of the constructed shed.
 - b) Location on lot (diagram) and location of lot's active and reserve septic field. This diagram would indicate where the shed would be located on the property. If the lot has significant topographic relief in relation to the location of the shed and increased or decreased views of the shed from nearby HOA residences and/or front yards, the diagram should include topographic information that informs on the location of the shed and increased or decreased views of the shed from nearby HOA residences and/or front yards. The County's Land Development Services Division may/should have topographic locational information. The County's Health Department Division may/should have active and reserve septic field locational information.
 - c) Floor plan with window and door dimensions
 - d) Foundation plan, including information on how the shed will be constructed so it is structurally sound and not prone to collapse, and in a manner that it will not become a home for animals.
 - e) Typical wall section
 - f) Roof design and materials
 - g) A demonstration that applicable permits from the county have been received/granted. The timing for submittal of this information to the AECC may be after initial application to the AECC but before construction begins. The AECC will review these applicable permits.

2) Requirements for Construction: Third Car Garage Attached to Home and Located Adjacent and Next to Existing Two Car Garage

Plans

- Prior to the construction or installation of this structure on a Lot, plans must be submitted to the Architectural and Environmental Control Committee (AECC) and must show how the third car garage will meet these requirements for construction of a third car garage that are specified within OME HOA's Administrative Resolution No. 2024-01, "Requirements for Construction of a Shed and Third Car Garage" document dated January 17, 2024.
- Upon review and approval of plans, the AECC would provide provisional/tentative approvals of the plans until the owner receives all required County and State permits for construction. The owners would show the AECC these approved permits before any construction begins; upon review of these documents, the AECC would then approve the plans.
- Third car garages must be approved by AECC prior to installation.
- Homeowners can apply for a waiver from the AECC Committee to allow for an exception to any of the requirements associated with Third Car Garages Attached to Home and Located Adjacent and Next to Existing Two Car Garage. Within the waiver application the homeowner should provide the reason(s) for the waiver and any efforts the homeowner proposes to take to mitigate the requirement(s) which are requested to be waived. The AECC has ultimate authority to approve or disapprove the waiver application.
- It is the responsibility of the homeowner to secure all necessary permits and present these permits to the AECC.
- Must submit details to the AECC including:
 - a) Location on lot (diagram) and how the third car garage would look: This diagram would indicate how the third car garage would look (i.e., a 'rendering' diagram) and where the third car garage would be located on the property. The third car garage locational drawing must indicate distances to side and rear property/easement boundaries.
 - b) Plan for the outer appearance of the garage. This should include an 'elevation' drawing of the garage showing the final appearance of all four sides of the garage.
 - c) Floor plan with window and door dimensions
 - d) Foundation plan
 - e) Typical wall section
 - f) Roof design and materials
 - g) A demonstration that applicable permits from the county have been received/granted. The timing for submittal of this information to the AECC may be after initial application to the AECC but before construction begins. The AECC will review these applicable permits.

3) Requirements for Construction: Third Car Garage Attached to Home and Located Behind Existing Garage

Plans

- Prior to the construction or installation of this structure on a Lot, plans must be submitted to the Architectural and Environmental Control Committee (AECC) and must show how the third car garage will meet these requirements for construction of a third car garage that are specified within OME HOA's Administrative Resolution No. 2024-01, "Requirements for Construction of a Shed and Third Car Garage" document dated January 17, 2024.
- Upon review and approval of plans, the AECC would provide provisional/tentative approvals of the plans until the owner receives all required County and State permits for construction. The owners would show the AECC these approved permits before any construction begins; upon review of these documents, the AECC would then approve the plans.
- Third car garages must be approved by AECC prior to installation.
- Homeowners can apply for a waiver from the AECC Committee to allow for an exception to any of the requirements associated with Third Car Garages Attached to Home and Located Behind Existing Garage. Within the waiver application the homeowner should provide the reason(s) for the waiver and any efforts the homeowner proposes to take to mitigate the requirement(s) which are requested to be waived. The AECC has ultimate authority to approve or disapprove the waiver application.
- It is the responsibility of the homeowner to secure all necessary permits and present these permits to the AECC.
- Must submit details to the AECC including:
 - a) Location on lot (diagram) and how the third car garage would look: This diagram would indicate how the third car garage would look (i.e., a 'rendering' diagram) and where the third car garage would be located on the property. The third car garage locational drawing must indicate distances to side and rear property/easement boundaries.
 - b) Plan for the outer appearance of the garage. This should include an 'elevation' drawing of the garage showing the final appearance of all four sides of the garage.
 - c) Floor plan with window and door dimensions
 - d) Foundation plan
 - e) Typical wall section
 - f) Roof design and materials
 - g) A demonstration that applicable permits from the county have been received/granted. The timing for submittal of this information to the AECC may be after initial application to the AECC but before construction begins. The AECC will review these applicable permits.