

**FOUR SEASONS RECREATION ASSOCIATION**

**ARCHITECTURAL CONTROL**  
**REVIEW APPLICATION**

LOT #: \_\_\_\_\_ DATE OF APPLICATION: \_\_\_\_\_

PROPERTY OWNER NAME: \_\_\_\_\_

PROPERTY OWNER ADDRESS: \_\_\_\_\_

ADDRESS OF PROPERTY TO BE CHANGED: \_\_\_\_\_

TELEPHONE: home \_\_\_\_\_ office \_\_\_\_\_ Email: \_\_\_\_\_

REASON FOR REQUEST: \_\_\_\_\_

DESCRIPTION OF PROPOSED IMPROVEMENT/CHANGE: \_\_\_\_\_

COLOR SCHEME OF YOUR DWELLING: \_\_\_\_\_

COLORS TO BE USED FOR PROPOSED IMPROVEMENT/CHANGE: \_\_\_\_\_

DIAGRAM OF YOUR LOT AND ADJACENT LOTS:

Owner(s) Signature(s): \_\_\_\_\_

*APPLICATIONS MUST BE APPROVED IN WRITING BEFORE PROPOSED IMPROVEMENT/CHANGE TO PROPERTY MAY BE MADE. No automatic approval of a submitted ACC application can be assumed. Owner must contact the Town of Herndon directly regarding any responsibility to apply for a building or zoning permit.*

**SEE REVERSE FOR INSTRUCTIONS**

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**BOARD OF DIRECTORS USE ONLY:**

Date Received: \_\_\_\_\_

Committee Action: \_\_\_\_\_

Date of Action \_\_\_\_\_

Conditions or Comments:

\_\_\_\_\_  
BOARD OF DIRECTORS REPRESENTATIVE

4/10/2012

### **Instructions**

*Please complete all sections of this application. Please prepare a sketch or a written description of the proposed improvement or change in sufficient detail, including building plans where applicable. If your proposed change involves additional structures or additions to existing structures, please provide a diagram of your lot and the adjacent two lots to include all structures, existing fences, and the proposed structure/structure change. Please return or mail this application with all accompanying plans to the office at the Clubhouse, 1201 Herndon Parkway, Herndon, Virginia 20170.*

**For complete information on architectural control please refer to the “ARCHITECTURAL GUIDELINES & RESTRICTIVE COVENANTS”.**

### **REMINDER:**

#### **Fence applications should include the following information:**

- 1. Height & Design of fence**  
Fences should not exceed six feet in height  
(Enclose picture or drawing of fence design)
- 2. Fence material to be used**  
(All fences must be made of either pressure treated pine, cedar, redwood or locust)
- 3. Fence stain to be used**  
(All fences must be stained with clear, cedar or driftwood preservative, but not painted.)
- 4. Location of fence**  
(Enclose a photocopy of house site plan (plat) with the location of proposed fence in relation to property lines and house)  
Fences are not permitted in front yards

#### **Patio & deck applications should include the following information:**

- 1. Location of deck or patio**  
(Enclose a photocopy of house site plan (plat) with the location of proposed deck or patio indicated)
- 2. Construction materials to be used**  
(Patios shall be constructed of wood, stone, brick or concrete. If wood is used it should be stained with clear, cedar or driftwood preservative, but not painted)
- 3. Dimensions of proposed deck or patio**  
Please include a drawing of an overhead view of the deck or patio. For deck applications please also include a drawing of the sideview of the deck to show the elevation of the deck from the ground level. (Include specific details regarding all steps, railings, trellises, arbors, gazebos, gates and other such structures and height above ground level)
- 4. Stain color to be used**  
(Decks must be stained with clear, cedar or driftwood preservative, but not painted)
- 5. Grading and/or drainage changes proposed**

PATIOS AND DECKS, INCLUDING ANY PARTS THEREOF, MUST BE LOCATED TOTALLY BEHIND THE HOUSE.

#### **Driveway applications should include the following information:**

- 1. Location of driveway**  
(Enclose a photocopy of house site plan (plat) with the location of proposed driveway in relation to property lines, house and existing driveway)
- 2. Description of proposed driveway**  
(Please include a drawing of an overhead view of the proposed driveway; please include specific details regarding construction materials to be used and proposed color of materials to be used) Please note: construction materials may be asphalt, or sealed, patterned concrete or exposed aggregate concrete outlined in brick. Driveways must taper down to the width of the concrete apron that is part of the sidewalk and down onto the street. Plain, unsealed concrete is not acceptable.

ALL APPROVED ALTERATIONS MUST BE COMPLETED WITHIN 180 DAYS OF THE DATE OF ACC APPROVAL. IF THE ALTERATION CANNOT BE COMPLETED WITHIN THIS PERIOD, A WRITTEN EXTENSION REQUEST MUST BE FILED WITH THE ACC PRIOR TO THE EXPIRATION OF THE 180 DAYS. ONCE AN ALTERATION HAS BEEN APPROVED, CHANGES/MODIFICATIONS TO THE ORIGINAL REQUEST MUST BE SUBMITTED TO THE ACC WITH THE ORIGINAL ALTERATION REQUEST FOR REVIEW/APPROVAL PRIOR TO COMMENCEMENT OF SUCH.