



12001 Sunrise Valley Drive  
 Reston, Virginia 20191  
 (703) 435-6530  
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[www.reston.org](http://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 Common Property**

NAME OF COMMUNITY ASSOCIATION \_\_\_\_\_

COMMUNITY STREET ADDRESS \_\_\_\_\_ ZIP \_\_\_\_\_

ASSOCIATION CONTACT PERSON'S EMAIL ADDRESS \_\_\_\_\_

TELEPHONE NUMBER (HOME) \_\_\_\_\_ (WORK) \_\_\_\_\_

MAILING ADDRESS \_\_\_\_\_

\_\_\_\_\_ ZIP \_\_\_\_\_

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).**

**OFFICER SIGNATURE (Required)** \_\_\_\_\_

*Signature must be Association President or Vice President or agent as power of attorney.*

Association (circle one) President Vice President **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 Officer 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 \_\_\_\_\_*

### **\*\* BOARD OFFICER NOTIFICATION \*\***

If the application is for proposed community standards, two (2) community board officer signatures are required in addition to the signature of the President or Vice President on the previous page. If the application is for proposed changes to community-owned property, one (1) community board officer signature is required in addition to the signature of the President or Vice President on the previous page. Additional signatures may be required based on the proposed changes. Please speak to your assigned advisor (703-435-6530) for additional information. If additional notification signatures are required, please submit a separate page.

**BOARD OFFICER ACKNOWLEDGEMENT** (Required for all applications. See the specific Design Guideline for the proposed project. [http://www.reston.org/Design\\_Review/d\\_designguidelines.html](http://www.reston.org/Design_Review/d_designguidelines.html))

Name (printed)	Signature	Address	Phone Number
1. _____	_____	_____	_____
Position in the Association? _____			
2. _____	_____	_____	_____
Position in the Association? _____			
3. _____	_____	_____	_____
Position in the Association? _____			

