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## **APPENDIX**

### **DESIGN REVIEW APPLICATION**

The onsite office must receive completed applications no later than seven (7) days prior to the next scheduled meeting.

All applications received after that time will be considered at the following meeting.

Incomplete applications will not be considered and will be returned to the homeowner for completion.

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**DESIGN REVIEW APPLICATION  
WELLINGTON COMMUNITY ASSOCIATION**

Please Mail or Deliver To:

Architectural Review Committee  
Wellington Community Association  
9700 Wellington Road  
Manassas, VA 20110

*(Please type or print)*

1. NAME: \_\_\_\_\_
2. ADDRESS OF PROPOSED CHANGE: \_\_\_\_\_
3. SECTION/LOT NUMBER: \_\_\_\_\_
4. TELEPHONE: \_\_\_\_\_ EMAIL: \_\_\_\_\_
5. GENERAL DESCRIPTION OF PROPOSED CHANGE: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Provide a description of the proposed change, including the purpose or reason for the change, the type and color of materials to be used, location on the property, and any other pertinent information required to evaluate the proposed change.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

6. Purpose of Improvement: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**REQUIRED EXHIBITS AND SUPPORTING DOCUMENTATION:** The supporting exhibits or supporting documentation listed below **must accompany** this design review application, as applicable for the proposed change. An application submitted without all required submissions will be considered incomplete until all required submissions have been provided. In general, an applicant should provide all documents and exhibits required by City of Manassas (or Prince William County, as appropriate).

- **SITE PLAN** - A registered site plan of the property (which shows property lines and unit orientation) showing the location and dimensions of the proposed improvement, including orientation with respect to the property lines, unit, and adjacent dwelling units must be provided for ALL applications.
- **ARCHITECTURAL DRAWINGS AND PLANS** - Detailed architectural drawings or plans must be provided for ALL proposed structures and major landscape improvements. Please contact the management office for requirements specific to certain improvements.
- **PAINT OR STAIN COLORS** - A sample of the color(s) to be used must be provided for all painting and staining, together with a list of existing colors on the house or appurtenant structures which will remain unchanged.
- **FINISH MATERIAL** - A description and/or sample of all finish material to be used for the exterior surface of proposed improvements must be provided
- **PHOTOGRAPHS** - The inclusion of photographs is appropriate to clarify type, model, and style of additions such as storm doors, lighting fixtures, decorative objects, etc.

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- OTHER EXHIBITS - Other exhibits may be required in order to permit adequate evaluation of the proposed change. Homeowners are advised to seek guidance from the Managing Agent prior to submission of an application.

ESTIMATED STARTING DATE OF CONSTRUCTION: \_\_\_\_\_

ESTIMATED DATE OF COMPLETION: \_\_\_\_\_

**NOTES:**

Nothing contained herein shall be construed to represent that alterations made to lots or buildings in accordance with these plans shall not violate any of the provisions of local Building and Zoning Codes to which the above property is subject. Further, nothing contained herein shall be construed as a waiver or modification of any said restrictions.

Where required, building permits shall be obtained prior to the start of any construction.

Nothing contained herein shall be construed as a waiver of said requirement.

Owner understands and agrees that no work on this request will commence until written approval has been obtained from the Architectural Review Committee.

Owner further understands and agrees that any exterior alterations undertaken before written approval is obtained is not permitted and that the Owner may be required to restore the property to its former condition at Owner's expense if such alterations are made and subsequently disapproved in whole or part.

Further, Owner understands that any legal expense associated therewith may be the responsibility of Owner.

Owner agrees to give the Architectural Review Committee and/or Managing Agent, express permission to enter on the Owner's property during normal business hours to inspect the proposed project, the project in progress, and/or the completed project.

Owner understands that any approval is contingent upon the completion of alterations in a workmanlike manner and in accordance with the approved plan and specifications for said alterations.

Owner acknowledges that he is familiar with the design review requirements and procedures for the Wellington Community Association.

Owner understands that the authority to perform an alteration granted by this application will automatically expire if work is not commenced within 45 days following approval and completed within 90 days, or other time frame authorized by the Architectural Review Committee.

HOMEOWNERS SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_