

Ardmore Oaks at Ardmore Woods Homeowners' Association (AOAW HOA)

Exterior Project Application Instructions

Required documents required for all projects

1. Submit documents in paper or electronic format. The application must be signed by the homeowner, in “wet” or digital (with date-time stamp) formats.
 - a. Paper/Hard copy: Submit all documents in duplicate. The HOA will return one signed and dated copy of the application documents for your records, either in paper or electronic form.
 - b. Electronic/Soft copy: Submit one copy. Electronic submissions will be returned with either a “wet” or a digital signature.
2. The Application Form, Neighbor Review Form, and Guideline Analysis Form
3. Certified plat of lot indicating location of proposed project
4. Photographs of existing conditions, including views from the street
5. Dimensions or area of work
6. A list of present colors and materials to be matched or changed
7. A list of all exterior materials to be used in the project, including, but limited to: type, texture, and color of each different surface material. Including manufacturer's literature, paint chips and sample materials (siding, roofing, etc.) is helpful.
8. Information on changes of grade, especially drainage paths
9. Landscaping incorporated as part of the project
10. Other relevant information you wish the HOA to consider

Additional documents required for structural changes, additions, or removals

1. Scale drawing of work, including all dimensions, elevations, plan view, etc.
2. If made, architectural drawings or renderings of finished structures
3. Removals, including trees: Layout showing existing conditions and proposed removal

Please review the AOAW HOA Architectural Standards for other essential information that may be needed for a complete project application.

This page is optional

**Ardmore Oaks at Ardmore Woods Homeowners' Association (AOAW HOA)
Application for Exterior Project for**

Project Title

at

**Number and Street
Fairfax Station, VA**

Owners' Names

Neighbor Review

The following neighbors have reviewed this application of proposed construction, commenting as noted.

Name/Date: _____

Address: _____

Comments: _____

Name/Date: _____

Address: _____

Comments: _____

Name/Date: _____

Address: _____

Comments: _____

Name/Date: _____

Address: _____

Comments: _____

Part 1 – Application for Exterior Project

AOAW HOA Exterior Project Application	
<i>Please read the Application Instructions and Architectural Standards. Please submit applications in duplicate, including drawings and attachments (if using hard copies) or in PDF to the AOAW HOA email at: ArdmoreOaksHOA@gmail.com Photographs of applications are not acceptable</i>	
Name _____ Phone (H/C): _____	<input type="checkbox"/> Original <input type="checkbox"/> Amendment <input type="checkbox"/> Urgent
Address _____ Phone (W/C): _____	
House Model (optional) _____	
Description of proposed Project (Attach additional pages if necessary) _____ _____ _____ _____	
Affected neighbors, if any (include reason) _____ _____	
Estimated Start Date _____ Estimated Completion Date _____	
Required ARC Decision Date _____	
Reason for urgency if urgent: _____ _____	
I agree to comply with AOAW HOA Declaration of Covenants, Conditions, and Restrictions and applicable Building Codes for this project. Permission is hereby granted for appropriate AOAW HOA agents to enter onto my property to make reasonable inspection of this Project's location(s) and impact on neighbors.	
_____ Date _____	
Owner's Signature (Original "wet" signature, or Adobe Acrobat digital signature with date-time stamp)	
ARC USE ONLY	
Date Received _____ Received by _____	
ARC Action <input type="checkbox"/> Approved <input type="checkbox"/> Disapproved	Action by (Name/Date) _____ (Signature) _____
Conditions of approval, if any _____ _____ _____	
Comments/explanation of disapproval (include a cite of the Restrictive Covenants or Architectural Standards) _____ _____ _____	

Part 2: Project Guideline Analysis

- 3.1 Alterations, Additions, Removals Describe work. If none, so state.
- 3.2 Alterations, minor Describe alterations. **Example:** Replace Windows at front of house with an assembly of same size, but different design. Mullion design changes to a more open configuration. Windows will be casement style. Color will match house as close as possible. See page 4 for a manufacturer photo of the proposed window style.
- 3.2.1 Air conditioners / heat pumps Describe work. If none or not applicable, so state
- 3.2.2 Antennas Describe work. If none or not applicable, so state.
- 3.2.3 Attic ventilators Describe work. If none or not applicable, so state.
- 3.2.4 Clotheslines (CCR 6.2) Describe work. If none or not applicable, so state.
- 3.2.5 Chimneys and metal flues Describe work. If none or not applicable, so state.
- 3.2.6 Dog houses and runs Describe work. If none or not applicable, so state.
- 3.2.7 Exterior decorative objects Describe work. If none or not applicable, so state.
- 3.2.8 Exterior lighting Describe work. If none or not applicable, so state.
- 3.2.9 Exterior painting (CCR 6.8) **Example:** If needed, color will match existing trim.
- 3.2.10 Exterior storage Describe work. If none or not applicable, so state.
- 3.2.11 Firewood (CCR 6.10) Describe work. If none or not applicable, so state.
- 3.2.12 Flags and flagpoles Describe work. If none or not applicable, so state.
- 3.2.13 Generators Describe work. If none or not applicable, so state.
- 3.2.14 Gutters & downspouts Describe work. If none or not applicable, so state.
- 3.2.15 House numbers Describe work. If none or not applicable, so state.
- 3.2.16 Landscaping Describe work. If none or not applicable, so state.
- 3.2.17 Mailboxes Describe work. If none or not applicable, so state.
- 3.2.18 Outdoor kitchens/Permanent grills Describe work. If none or not applicable, so state.
- 3.2.19 Recreation & play equipment Describe work. If none or not applicable, so state.
- 3.2.20 Roofing and siding Describe work. If none or not applicable, so state.
- 3.2.21 Sidewalks & pathways Describe work. If none or not applicable, so state.
- 3.2.22 Signs Describe work. If none or not applicable, so state.
- 3.2.23 Solar power equipment Describe work. If none or not applicable, so state.
- 3.2.24 Sun control devices Describe work. If none or not applicable, so state.
- 3.2.25 Trash can screens Describe work. If none or not applicable, so state.
- 3.3 Decks and Patios Describe work. If none or not applicable, so state.
- 3.4 Drainage Describe work. If none or not applicable, so state.
- 3.5 Fences Describe work. If none or not applicable, so state.

Part 3: Plans, Drawings, Photographs, and Other Supportive Information