

NEWINGTON COMMUNITY ASSOCIATION

*** At Newington Station ***

P.O. Box 351, Springfield, VA 22150

703-455-3606; Fax 703-455-0013; www.newingtoncommunity.org

EXTERIOR PROJECT REQUEST FORM

Submit form for any exterior addition, alteration, modification or change

Name: _____ Date: _____

Address: _____

Property Address: _____ Lot #: _____

Telephone #: Home: _____ Work: _____ Cell: _____

Owner's Signature (or authorized agent): _____

Type of Project (check one)

- Addition**
- Deck or Patio Enclosure**
- Door**
- Exterior Painting Project**
- Fence**
- Gutters/Downspouts**
- Landscaping**
- Other**
- Roof**
- Shed**
- Shutters**
- Siding**
- Walkway**
- Windows**

Description of Above Project:

Colors _____ (sample required for all requests)

Size _____

Style _____ (pictures preferred)

Materials _____

Area of house/yard where project is being done. If necessary, include a sketch or site plan with home location and indicate where the alteration will be located on the property.

NOTE: Deck Projects/Additions - Neighbors must be informed. Provide plans that will be submitted for Fairfax County building permit.

Estimated Start Date: _____ Estimated Completion Date: _____

Consult NCA Architectural Standards for existing policies. Applicant is solely responsible for obtaining Fairfax County building permits and adhering to Fairfax County codes as they relate to drainage, etc.

Please mail this request to the above address. Enclose a stamped, self-addressed envelope. A copy of this request will be **returned to you within 30 days** of NCA receiving this form. Wait for a reply before buying materials or starting any project.

----- office use only -----

ARCHITECTURAL REVIEW ACTION

Advisory Committee:

Date received: _____

Date of action: _____

Holding for additional info.: _____

Forwarded date: _____

Recommendation: _____

Chairperson: _____

Comments: _____

Control Committee:

Date received: _____

Date of action: _____

Date returned: _____

Request is: Approved/Disapproved*

Comments: _____

(NCA Board President) (date)

(NCA Board Vice Pres.) (date)

(NCA Board Secretary) (date)