

**NEWINGTON COMMUNITY ASSOCIATION**  
P.O. Box 351, Springfield, VA 22150  
703-455-3606; Fax 703-455-0013; manager@newingtoncommunity.org

**EXTERIOR PROJECT REQUEST FORM**  
**Submit form for any exterior addition, alteration, modification or change**

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Address: \_\_\_\_\_

Property Address: \_\_\_\_\_ Lot #: \_\_\_\_\_

Telephone#: Home: \_\_\_\_\_ Cell: \_\_\_\_\_ Email: \_\_\_\_\_

Check One: When application review is complete, I wish to receive application by \_\_\_ Mail \_\_\_ Email \_\_\_ Both

Owner's Signature (or authorized agent): \_\_\_\_\_

Type of Project (check one)

- |  |   |                                       |
|--|---|---------------------------------------|
| <input type="radio"/> <b>Addition</b>                  | <input type="radio"/> <b>Gutters/Downspouts</b> | <input type="radio"/> <b>Shutters</b> |
| <input type="radio"/> <b>Deck or Patio Enclosure</b>   | <input type="radio"/> <b>Landscaping</b>        | <input type="radio"/> <b>Siding</b>   |
| <input type="radio"/> <b>Door</b>                      | <input type="radio"/> <b>Other</b>              | <input type="radio"/> <b>Walkway</b>  |
| <input type="radio"/> <b>Exterior Painting Project</b> | <input type="radio"/> <b>Roof</b>               | <input type="radio"/> <b>Windows</b>  |
| <input type="radio"/> <b>Fence</b>                     | <input type="radio"/> <b>Shed</b>               |                                       |

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. Applicant must provide a copy of approved permit to the NCA office.**

Please mail this request to the above address. Enclose a stamped, self-addressed envelope. Request may also be sent electronically (**pdf attachment**) to email address above. 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**

MANAGEMENT OFFICE: Date received: \_\_\_\_\_ Forwarded Date: \_\_\_\_\_  
Comments: \_\_\_\_\_

ARCHITECTURAL CONTROL COMMITTEE:

\_\_\_\_\_  
(NCA Board President) (date) Approved/Disapproved Comments: \_\_\_\_\_

\_\_\_\_\_  
(NCA Board Vice Pres.) (date) Approved/Disapproved Comments: \_\_\_\_\_

\_\_\_\_\_  
(NCA Board Secretary) (date) Approved/Disapproved Comments: \_\_\_\_\_