

**BURKE CENTRE CONSERVANCY ARCHITECTURAL REVIEW APPLICATION**

1. OWNER'S NAME: \_\_\_\_\_
2. ADDRESS OF PROPOSED CHANGE(S): \_\_\_\_\_
3. STATEMENT OF PROPOSED CHANGE(S): \_\_\_\_\_
4. DOES PROPERTY OWNER RESIDE AT A DIFFERENT ADDRESS?  NO  YES
- If Yes, MAILING ADDRESS OF OWNER: \_\_\_\_\_
5. NEIGHBORHOOD AREA:  Commons  Landings  Oaks  Ponds  Woods
6. HOME STYLE:  Single Family  Duplex  Townhouse  Quad
7. CLUSTER: \_\_\_\_\_ 8. PLAT INCLUDED:  NO  YES
9. OWNER'S PHONE: (a) EVENING/WKND: \_\_\_\_\_ (b) DAYTIME: \_\_\_\_\_

**10. ACKNOWLEDGMENT OF TWO PROPERTY OWNERS (MOST AFFECTED) WHO ARE ADJACENT TO THE PROPERTY AND/OR HAVE A VIEW OF THE PROPOSED CHANGE(S).**

(a) Name: _____	(d) Name: _____
(b) Address: _____	(e) Address: _____
(c) Signature: _____	(f) Signature: _____
(g) [ ] Initial here to comment before approval.	(h) [ ] Initial here to comment before approval.

*Your signature (above) indicates ONLY an awareness of the proposed change and does not mean you give your approval or disapproval. If you have any concerns about this application, contact the Burke Centre Conservancy CS-ARB Coordinator at 703-978-2928 or e-mail: [administration@burkecentre.org](mailto:administration@burkecentre.org).*

**11. DESCRIPTION OF THE PROPOSED CHANGE(S):** INSERT STANDARD # HERE: \_\_\_\_\_

*\*Attach additional page if required.*

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\*\*\*\*\*FOR INTERNAL USE BY THE CONSERVANCY STAFF ONLY\*\*\*\*\*

Receipt of Completed Application: \_\_\_\_\_  POAA  Standard Violation

Awareness letter(s) sent to: \_\_\_\_\_

\_\_\_\_\_

Cluster Representative: \_\_\_\_\_ Date: \_\_\_\_\_

ARB Representative: \_\_\_\_\_ Date: \_\_\_\_\_

**CLUSTER REVIEW**

Recommendation: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**ARCHITECTURAL REVIEW BOARD**

Remarks: \_\_\_\_\_

Action: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**12. LOCATION OF PROPOSED CHANGE(S):** *(Include a description below)*

\_\_\_\_\_

**13. CONSTRUCTION MATERIALS, STYLE, SIZE, AND COLOR:**

a) Material #1 style, size, color: \_\_\_\_\_

\_\_\_\_\_  Sample included

b) Material #2 style, size, color: \_\_\_\_\_  Sample included

c) Material #3 style, size, color: \_\_\_\_\_  Sample included

**14. DRAWING AND ILLUSTRATIONS:**  
a) Plan drawings before and after changes  b) Front/back elevation  c) Side elevation

**15. PICTURES AND/OR MANUFACTURER'S LITERATURE:**  
a) Pictures  b) Manufacturer's literature

**16. CHANGES TO LANDSCAPING OR DRAINAGE:**  YES  NO *\*If YES, include a description of the changes*  
\_\_\_\_\_

**17. AMOUNT OF TIME REQUESTED TO COMPLETE PROPOSED PROJECT: *\*Not to exceed 180 days from approval date***  
\_\_\_\_\_

- 18. CERTIFICATION: (Please read and check each box below:)**
- The proposed alteration submitted for approval does not violate any Fairfax County codes.
  - I understand that I am required to comply with all Fairfax County construction and/or renovation requirements.
  - I understand and agree that no work on this application shall begin until I have received written approval of the Architectural Review Board (ARB).
  - I understand that no construction or exterior alteration undertaken by me or on my behalf before approval of this application is allowed. If alterations are made, I may be required to return the property to its former condition at my own expense if this application is disapproved wholly or in part, and that I may be required to pay all legal expenses incurred.
  - I understand that members of the Conservancy CS-ARB Staff and Volunteer ARB Members are permitted to enter upon my property at any reasonable time for the purpose of inspecting the proposed project, the project in process, and the completed project, and that such does not constitute a trespass.**
  - I understand that approval is contingent upon construction or alterations being made in a professional manner.
  - I understand the authority granted by this application will be revoked automatically if the project has not been completed within the 180 days of the approval date of this application or as specified by the ARB.
  - I understand that when an alteration is permitted to be located in an easement area, it is with the understanding that removal may be required in order to perform maintenance in the easement area, and the Burke Centre Conservancy will not replace such alteration changes.
  - I certify that nothing (e.g., equipment, deck, fence, addition, planting, tree, landscaping or other improvement) is/will be installed beyond my property line and that no part of this requested exterior alteration will encroach onto Burke Centre Conservancy or cluster open space.
  - I understand that if any alteration on my property creates an adverse drainage impact to the lot and /or any adjacent property, I may be required to modify my property, at my own expense, to correct the drainage impact.
  - I certify that I have read and understand the appropriate sections of The Burke Centre Conservancy Architectural Standards and any applicable Cluster Supplemental Standards that pertain to this application and my proposed project.

**ANY INCOMPLETE APPLICATION WILL BE RETURNED FOR CLARIFICATION AND/OR COMPLETION. PLEASE CONSULT YOUR BURKE CENTRE ARCHITECTURAL STANDARDS AND ANY APPLICABLE CLUSTER GUIDELINES BEFORE FILING THIS APPLICATION.**

The Burke Centre Conservancy CS-ARB staff is available to address any administrative questions, Monday through Friday, 9:00 a.m. to 5:00 p.m., at (703) 978-2928.

\_\_\_\_\_  
**SIGNATURE OF THE PROPERTY/HOMEOWNER** \_\_\_\_\_  
**DATE**

\*\*\*\*\*Below this line for office/internal use only\*\*\*\*\*

## P. APPLICATION CHECKLIST

P.1. Guidelines for what information *must* be provided with each application are as follows:

Standard #	Application Line Number (see page 8)---> ARB Standard	1 - 11		12	13	14	15	16	17-18
H1	Air Conditioners & Heat Pumps	√	√	Plat	√		√		√
H2	Antennas and Satellite Dishes	√	√	Plat	√		√		√
H3	Arbors and Pergolas	√	√	Plat	√		√		√
H4	Attic Ventilation	√	√		√		√		√
H5	Awnings	√	√	Plat	√	√	√		√
H6	Barbecue Grills	√	√	Plat	√		√		√
H7	Bird Houses, Baths, Feeders and Bat Houses	√	√		√		√		√
H8	Chimneys, Caps, Flues and Vents	√	√	Plat	√	√	√		√
H9	Clotheslines	√	√	Plat	√		√		√
H10	Compost Containers	√	√	Plat	√		√	√	√
H11	Decks	√	√	Plat	√	√		√	√
H12	Decorative Objects	√	√	Plat	√		√		√
H13	Doghouses	√	√	Plat	√		√		√
H14	Doors--Entry	√	√		√		√		√
H15	Doors--Garage	√	√		√		√		√
H16	Doors--Security	√	√		√		√		√
H17	Doors--Storm	√	√		√		√	√	√
H18	Drainage	√	√	Plat	√	√		√	√
H19	Driveways	√	√	Plat	√	√		√	√
H20	Edging	√	√	Plat	√		√	√	√
H21	Fences	√	√	Plat	√	√			√
H22	Firewood and Stands	√	√	Plat	√	√			√
H23	Flags and Flagpoles	√	√	Plat	√		√		√
H24	Fountains and Fish Ponds	√	√	Plat	√		√	√	√
H25	Fuel Tanks--Exterior	√	√	Plat	√		√	√	√
H26	Gardens--Flower and Vegetable	√	√	Plat	√	√		√	√
H27	Ground Cover and Landscaping	√	√	Plat	√	√		√	√
H28	Handrailings	√	√	Plat	√	√	√	√	√
H29	House Numbers	√	√		√		√		√
H30	Kick Plates and Door Knockers	√	√		√		√		√
H31	Landscaping	√	√	Plat	√	√		√	√

#	Application Item ----> ARB Standard	1-11		12	13	14	15	16	17-18
H32	Lighting	√	√	Plat	√		√		√
H33	Mailboxes	√	√		√		√		√
H34	Major Modifications	√	√	Plat	√	√		√	√
H35	Painting	√	√		√				√
H36	Patios	√	√	Plat	√	√		√	√
H37	Porches	√	√	Plat	√	√		√	√
H38	Porch Swings and Benches	√	√	Plat	√		√		√
H39	Rain Barrels	√	√	Plat	√	√	√		√
H40	Recreation and Play Equipment	√	√	Plat	√		√	√	√
H41	Rock Gardens, Walls, and Retaining Walls	√	√	Plat	√	√		√	√
H42	Roofing	√	√		√				√
H43	Satellite Dishes	√	√		√	√			√
H44	Screening	√	√	Plat	√	√			√
H45	Security Devices and Alarms	√	√		√		√		√
H46	Sheds	√	√	Plat	√	√	√	√	√
H47	Shutters	√	√		√				√
H48	Siding, Fascia, Trim and Gutter	√	√		√		√		√
H49	Signs	√	√	Plat	√		√		√
H50	Skylights	√	√		√		√		√
H51	Spas and Hot Tubs	√	√	Plat	√		√	√	√
H52	Sprinkler Systems	√	√	Plat	√		√		√
H53	Storage Boxes	√	√	Plat	√		√		√
H54	Swimming Pools	√	√	Plat	√	√		√	√
H55	Tree Removal	√	√	Plat				√	√
H56	Trellises	√	√	Plat	√	√			√
H57	Walkways and Pathways	√	√	Plat	√	√		√	√
H58	Windows	√	√		√		√		√
H59	Windows--Security	√	√		√	√		√	√
H60	Windows--Storm	√	√		√		√		√
H61	Prohibited Items								