

**HOMEOWNER'S APPLICATION FOR APPROVAL OF  
ADDITION, CHANGE OR ALTERATION**

To Bristow Village Homeowners Association  
Architectural Control Committee (ACC)

From \_\_\_\_\_

Address \_\_\_\_\_

Lot # \_\_\_\_\_

Home Telephone \_\_\_\_\_

Mailing Address \_\_\_\_\_

(if different)

**The Rule:**

**The Bristow Village Governing Documents state: “No building, fence, wall or other structure shall be commenced, erected or maintained upon the properties, nor shall any exterior addition to or change or alteration therein be made until the plans and specifications showing the nature, kind, shape, height, materials, and location of the same shall have been submitted to and approved in writing [by the ACC] as to harmony of external design and location in relation to surrounding structures and topography.”**

**Instructions:**

Obtain an application from MJF or an ACC member. The ACC meets on the second Wednesday of each month. Applications are due to MJF one week before the meeting date. In order to be considered by the ACC your application *must* include detailed information describing the proposed change (required submission of plans and specifications, such as: side and rear elevations, sketches, photos, catalog illustrations, color and material samples, etc.). Applications submitted without plans or without the proper or authorized signatures of adjacent owners will be deemed void and returned. Ownership of adjacent neighbors must be verified with MJF. If an incomplete application is returned, the ACC’s 30 day review period will not begin until all required submissions have been provided.

**Description of Proposed Change: (please print)**

I request approval to proceed with the following proposed improvements, alterations, or changes to my lot or home. Describe improvement in detail.

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

**Neighbors’ Acknowledgments:**

Signatures by your neighbors indicate an awareness of your proposed change and *do not* constitute approval or disapproval on their part.

Name \_\_\_\_\_

Name \_\_\_\_\_

Address \_\_\_\_\_

Address \_\_\_\_\_

Lot # \_\_\_\_\_

Lot # \_\_\_\_\_

Signature \_\_\_\_\_

Signature \_\_\_\_\_

**Owner’s Acknowledgment:**

I/we understand/agree:

1. – that the above information is true and correct to the best of my knowledge and information
2. – that I am the owner of the lot upon which the proposed construction will be made and that it will be constructed within the boundaries of said lot
3. – that I have received and read the **Bristow Village Governing Documents** which contain the **Architectural Control Rules** and application procedures
4. – that I shall comply with said rules, policies and procedures
5. – that there shall be no deviations from the plans, specifications, and location approved by the ACC without prior written consent of the committee; any variation from the original application must be resubmitted for approval
6. – that approval by the ACC shall in no way be construed as passing judgment on the correctness of the location, structural design, suitability of water flow or drainage, location of utilities, or other qualities of the proposed change
7. – that approval by the ACC shall in no way be construed as passing judgment on whether the proposed change being reviewed is in compliance with the applicable building and zoning codes of Fairfax County
8. – that approval of any particular plans and specifications or design shall not be construed as a waiver of the right of the ACC to disapprove such plans and specifications, or any elements or features thereof, in the event such plans are subsequently submitted for use in any other instance
9. – that no work on the proposed change shall begin until written approval of the ACC has been received by me; and, if work is begun prior to approval, 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 I may be required to pay all legal expenses incurred
10. – that I am responsible for any damage and all cost to repair common ground that results from the proposed modification
11. – that I authorize members of the ACC or MJF to enter my property to make inspections of the site and completed change
12. – that it is my responsibility and obligation to obtain all required building permits, to contact Miss Utility, and to construct the improvements in conformance with all applicable building and zoning codes

Owner's Signature \_\_\_\_\_

Date \_\_\_\_\_

Co/Owner's Signature \_\_\_\_\_

Date \_\_\_\_\_

**Mail application and required submissions to:**

**BVHA - ACC  
 c/o MJF Associates  
 10692 Crestwood Drive  
 Manassas, VA 20109**

If you have questions regarding the required submissions or the application process, you are advised to call MJF at (703) 369-6535 prior to submitting your request.