

Control Number	HIRST FARM	Date Received
	<b>APPLICATION FOR EXTERIOR MODIFICATION</b>	

This application is for property owners within the Hirst Farm subdivision to apply for approval of exterior modifications by the Hirst Farm Architectural Review Board (ARB). All modifications must be completed in accordance with the Architectural Guidelines as specified in Hirst Farm Homeowners' Association (HOA) governing documents. Applications must be received and approved PRIOR to commencing any exterior work. The mission of the Architectural Review Board is to preserve, protect, and enhance the character of the neighborhood by ensuring the design compatibility and appropriateness of new construction and alterations.

It is the goal of the ARB to review, consider, and rule on all submitted applications in a timely manner. Projects that involve extensive renovation or significant changes to the exterior of the property may require additional documentation or time to process. **It is in the homeowner's best interest to provide detailed information on projects for timely decision making.**

All ARB applications must include:

- A completed Application for Exterior Modification (this document);
- A detailed written description of the project (see page 2, please include additional pages if necessary).

Any applications that are not specifically for "in-kind" replacement or repair with identical materials/style/colors as the existing structure must ALSO include:

- A property plat or overview with project depicted to scale;
- Any painting/staining requests must include color sample(s);
- Any additional relevant drawings, photos, brochures, elevations, relationship to existing structures, etc. that will assist in determining the projects overall scope, impact on the neighborhood, and compliance with existing Architectural Guidelines.

### SECTION 1: PROPERTY OWNER INFORMATION

Name: \_\_\_\_\_ Lot #: \_\_\_\_\_

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

Mailing Address (if different): \_\_\_\_\_

Email: \_\_\_\_\_

Daytime Phone: \_\_\_\_\_ Evening Phone: \_\_\_\_\_

### SECTION 2: CONTRACTOR INFORMATION

Who will be completing the work on this project?  Property Owner  Hired Contractor

(If applicable): Contractor's Name: \_\_\_\_\_ Phone: \_\_\_\_\_

**SECTION 3: PROJECT INFORMATION**

Proposed Start Date: \_\_\_\_\_

Proposed Completion Date: \_\_\_\_\_

**Type of Project:**

- In-kind **replacement** of existing materials
- New Construction
- In-kind **repair** of damage with existing materials
- Modification to existing structure

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- Deck
  - Storm/Screen Door
  - Playset
  - Other
  - Fence
  - Awning
  - Landscaping
  - Patio
  - Gazebo
  - Color Change
  - Shed
  - Pergola
  - Structural Change

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**Project Scope and Description:** *(Please provide a summary of the work to be completed. Detailed information will assist the ARB in making a decision as quickly as possible. Attach additional sheets and documentation as required.)*

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**Project Dimensions:** *(Please indicate the size/footprint of the project, if applicable.)*

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**Project Materials:** *(Please indicate the types of materials to be used in the project. When applicable please include manufacturer make/model of building materials.)*

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**Project Color:** *(Please indicate any color changes from existing color scheme and the colors to be used, if applicable.)*

## SECTION 4: PROPERTY OWNER AGREEMENT

**As the property owner submitting this application, I understand and agree to the following:**

- That there are approved architectural requirements and standards within the Hirst Farm subdivision. These requirements and standards are address in the Architectural Guidelines and The Hirst Farm Declaration as adopted and approved by the Hirst Farm HOA in accordance with HOA by-laws. Projects that do not abide by the guidelines may be disapproved by the ARB or referred to the Board of Directors for consideration.
- That no work on the modifications on this Application will commence until I receive written approval from Hirst Farm’s management company, Sentry Management, Inc. To do so is a violation of the Declaration of Hirst Farm and may result in my being required to remove any or all of the modifications, should they not be approved, and restore my property to its original condition at my own expense. I understand I may be held responsible for all legal fees incurred by the Proprietary in enforcing the provisions of the Declaration.
- That the Architectural Review Process has been established by the Hirst Farm Board of Directors and I agree to follow this process. I also understand that should the ARB deny my request for modification, that there is a published appeal process that may be followed.
- That any Architectural Review determinations made by the Hirst Farm Board of Directors during the appeal process are final.
- That the approval of this application is not based on any review of structural integrity or compliance with applicable building codes and regulations. I agree to comply with any and all applicable Loudoun County zoning and building codes as required. I will contact Loudoun County Department of Building and Development @ 703-777-0220 for information on any necessary permits.

Owners Name: \_\_\_\_\_

Owner’s Signature: \_\_\_\_\_

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

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For the fastest action on your application, please submit scanned copies of this form and supporting documents via email to: [keith.stains@pmpbiz.com](mailto:keith.stains@pmpbiz.com) with a CC to [ARB@hirstfarmhoa.com](mailto:ARB@hirstfarmhoa.com). Please include in the subject line, “Hirst Farm HOA / Request for ARB Review and your street address”.

**OR**

Return this original form and supporting documents to: Hirst Farm HOA - ARB  
c/o Property Management People – Leesburg  
552 Fort Evans Road, Suite 202  
Leesburg, VA 20176  
(703) 771-9355

*NOTE: A copy of this Application will be returned to you after the ARB review, along with the ARB’s decision.*

**ARB USE ONLY**

ARB Approval Flow

Action Item		Date Completed
<input type="checkbox"/>	Application received by ARB	
<input type="checkbox"/>	Initial ARB member review complete	
	Homeowner follow-up required?	
<input type="checkbox"/>	Yes	<input type="checkbox"/> No
<input type="checkbox"/>	Homeowner follow-up complete (if required)	
<input type="checkbox"/>	Secondary ARB member review complete (if required)	

Application Status	
<input type="checkbox"/> Approved	<input type="checkbox"/> Disapproved

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

ARB Comments *(Comments are mandatory if application is denied):*

Post-Construction Project Review Status		
<input type="checkbox"/> Meets ARB Guidelines	<input type="checkbox"/> Does not meet ARB Guidelines	Date: _____

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

# HIRST FARM ARCHITECTURAL REVIEW BOARD

## A Guide to the ARB Review Process

1. **Purpose:** The mission of the Architectural Review Board is to preserve, protect, and enhance the character of the neighborhood by ensuring the design compatibility and appropriateness of new construction and alterations. This process ensures that property values are protected for all residents of the neighborhoods and ensures that the overall appeal and condition of the neighborhood remains well kept and esthetically pleasing.
2. **Application:** Any exterior alteration/restoration, new construction, or demolition of a structure in the Hirst Farm subdivision is subject to a review process. Additionally, major changes to landscaping such as tree removal, exterior lighting, or large landscape feature may also require review. Only a property owner (or an agent acting on their behalf) may submit an application for consideration.
3. **Submission:** All ARB applications must include:
  - A completed Application for Exterior Modification (this document);
  - A detailed written description of the project.

Any applications that are not specifically for “in-kind” replacement or repair with identical materials/style/colors as the existing structure must ALSO include:

  - A property plat or overview with project depicted to scale;
  - Any painting/staining requests must include color sample(s);
  - Any additional relevant drawings, photos, brochures, elevations, relationship to existing structures, etc. that will assist in determining the projects overall scope, impact on the neighborhood, and compliance with existing Architectural Guidelines.
4. **Review Process:** The review process is normally performed by members of the Hirst Farm Architectural Review Board (ARB), which is appointed by the Hirst Farm Board of Directors (BOD). The nature of a proposed project will determine the length of the review process. Minor repairs, in-kind replacement (with identical/similar materials), and minor construction is usually reviewed by the ARB, while larger projects such as major changes to a structure or new construction may require additional consideration by the BOD. All applications are evaluated based on the project's consistency with the Architectural Design Guidelines. The goal is for the ARB to review and return submitted applications within fourteen (14) days, however this timeline is subject to variations based on the nature of the application.
5. **Approval:** Upon completion of the review, and application will either be approved or denied and returned to the applicant. An approval allows the property owner to commence with the project, which must be completed within six months of the approval date.
6. **Denial/Appeal:** If the application is denied, it will be accompanied by justification for the denial and/or recommendations from the ARB. The applicant may amend their application and resubmit to the ARB for reconsideration of the project. Alternatively, any applicant who is aggrieved by a decision of the ARB may present a petition to the Hirst Farm BOD appealing such decision. The petition must be filed within thirty (30) calendar days of the Board's decision. The BOD will consider the application and provide a final ruling. All BOD decisions are considered final.