

ALTERATIONS OR ADDITIONS PROCEDURES AND STANDARDS

In accordance with the covenants and adopted rules and regulations all items modifying, altering, adding to or revising any of the original approved plans require submission of an application for the change to the Design Review Committee (DRC). The application, attached hereto as "Exhibit B," must be used. No verbal requests or approvals are permitted. Any alteration commenced without the written approval of the DRC is done at the owner's risk and may result in the alteration being removed.

Examples of items requiring approval (this list is not exhaustive):

- Fences
- Flag Poles
- House Additions
- Changes to Exterior Paint Color
- Outbuildings/Pool Houses
- In-Ground Swimming Pools
- Decks/Patios
- Windows
- Solar Panels
- Irrigation Wells
- Antennas/Other Aerials

SUBMISSION CHECKLIST SITE PLAN (If Applicable):

- A. Minimum scale: 1" (inch) = 30' (feet)
- B. Seal of VA Certified Land Surveyor, Engineer or Architect.
- C. Property lines with all corners found and/or reset.
- D. Building envelope, showing all building setback lines: 50' front yard, 15' side yard, 30' side yard adjacent to the street, 20' rear yard plus 10' (R-20) or 15' (R-30) open space easement for golf course lots.
- E. Recorded easements.
- F. Delineated open space easement. G. Final drainage for completed lot.
- H. Lot #/address.
- I. Adjacent lot #'s/addresses.
- J. Proposed addition with distances to all property lines.
- K. Decks, pools, patios, covered porches, steps, stoops, etc.
- L. Sidewalks, driveways and parking areas with dimensions and materials noted.
- M. Exterior HVAC units, meters, trash areas and screening.
- N. Finished floor elevations of house.

- O. Erosion control measures including construction entrance, proposed perimeter controls, drainage structure protection, etc.
- P. Site litter and construction debris control measures.

2. ARCHITECTURAL DRAWINGS:

- A. Floor plans
- B. Exterior elevations, showing all sides of the addition with finished grade at perimeter of house.
- C. Exterior materials noted.
- D. Typical wall section details.
- E. Electrical lighting with catalogue of cuts of exterior light fixtures.

3. SAMPLE AND COLORS:

- A. Siding colors with samples
- B. Roofing samples
- C. Exterior paint chips
- D. Other exterior materials, if applicable.

4. APPLICATION FORM:

All applications must include a copy of the form shown as Exhibit B.

DESIGN REVIEW COMMITTEE RESPONSE

Within 30 days of receipt of plans, the DRC will render a decision in writing as appropriate. The DRC may approve the plans as submitted, approve the plans conditioned upon specified revisions, or require actual revised plans.

In the event a revised plan is required, within 15 days of receipt of revised plans, the DRC will render a decision in writing as appropriate.

Final Plan Approval

Within 15 days of receipt of your final plans, the DRC will respond in writing approving your plans.

“Exhibit B”

HERON RIDGE ESTATES SINGLE FAMILY HOME APPLICATION FOR ALTERATION OR ADDITION PROPERTY OWNER:

ADDRESS: _____

TELEPHONE NUMBER: _____

EMAIL ADDRESS: _____

DESCRIPTION OF ALTERATION:

MATERIAL DESCRIPTION:

ATTACHMENTS (Check if submitted);

- ___ Site Plan (2 sets)
- ___ Architectural Drawings (2 sets)
- ___ Samples and colors of exterior materials (siding, roofing, etc.)

SUBMIT COMPLETED FORM TO JAN ARNOLD @ janarnold.777@gmail.com or 757-449-8732

SUBMITTED BY: _____

DATE: _____

DRC ACKNOWLEDGMENT BY: _____

DATE: _____

PRELIMINARY APPROVAL: _____

DATE: _____

FINAL APPROVAL: _____

DATE: _____