

Exterior Architectural Guidelines and Restrictions (EAG&R)

<https://universitysquareha.com>

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<http://universitiesquareha.com>

March 4, 2022

Introduction and General Information

This document, hereafter referred to as EAG&R, describes the function and purpose of the University Square Homeowners Association, Inc. (USHA) related to architectural policies as well as applicable rules, regulations, guidelines and standards for new construction and external changes and improvements to properties, including significant changes to landscaping, within the community.

The USHA exists in order to contribute to the general health, safety, and welfare of the residents of the community as well as to provide for the preservation and enhancement of the property values. As such, the USHA is charged with ensuring that the original plan of development for the community is preserved. Although each lot is owned privately, there are certain restrictions and guidelines for the use, improvement, and alteration to the properties within University Square. By monitoring the exterior design of improvements and by regulating the use of properties within the community, the USHA is able to maintain a high standard of aesthetic quality, community identity, and functional cohesiveness, ultimately enhancing property values and promoting a harmonious community.

The Exterior Architectural Review Committee (EARC) is a group of three or more members, appointed by the USHA Board. These members are responsible to the Board and to the community for administering the architectural guidelines set forth in this document. These guidelines have been approved by the Board for the purpose of informing all owners within University Square of the applicable regulations for new construction, alterations, and improvements to properties within the community.

Under the Declaration of Covenants, Conditions and Restrictions (Declaration), which governs the use and development of all properties within University Square, *no improvements, alterations, change of paint colors, excavations, change in grade, or other work that in any way alters the exterior of any property or common area or the improvements located thereon from its original or improved state may be made without the prior written approval of the EARC*. Further, the Declaration provides that *no building, residence or other structure, fence, or landscaping may be commenced, erected, improved, or altered without prior written approval of the EARC*.

It is the EARC's duty to regulate the external design, appearance, and location of all improvements to the lots in a manner that preserves the original plan of the community, enhances property values, and maintains a harmonious relationship between structures and the natural vegetation and topography. This regulation will be accomplished by review of applications as well as continual monitoring and feedback to homeowners. These guidelines have been approved by the Board to achieve these objectives.

Maintenance of common areas and/or storage of personal effects on common areas by individual owners are prohibited unless written authorization is obtained from the Board. The Board controls maintenance and improvements to the common areas. Any owner may bring issues or suggestions associated with the common areas to the Board's attention in written form. The Board will reply to the request within 60 days using the advice of the EARC as necessary to develop a plan of action.

No building, wall, fence, residence, structure, or projection from a structure shall be commenced, erected, maintained, improved, or altered, nor shall any grading, excavation, change of exterior appearance of any lot, or improvement be done without prior written approval of the EARC. In addition to compliance with the rules and regulations of the USHA, homeowners and residents must comply with all Fairfax County, state, and Federal laws and ordinances. Any acknowledgement or approval by the EARC of an owner's request is not intended to indicate or represent that owners or residents have complied with local, state, and federal laws. All applicable permits must be obtained from Fairfax County to ensure compliance with county ordinances; approval of applications by the EARC does not release a homeowner from this responsibility.

These policy guidelines are intended to assist the EARC and lot owners in the ongoing process of community design. They may be modified from time to time by the Board, with due notice to the owners.

Appendix A contains a copy of the application for changes and improvements. The application form in fillable PDF format is available on the USHA website. In the event that the EARC fails to approve, modify, or disapprove in writing a correctly filed application within 30 days, approval will be deemed granted.

An applicant may appeal an adverse EARC decision to the Board, which may sustain, reverse, or modify such decision.

1.0 Application Process and Procedures

Unless otherwise noted, application is required for all external additions, alterations, and new construction projects. Some changes to landscaping also require application; see bullet item three in the following text and in **Section 23.0**, Landscaping.

The Improvement/Modification Request Form is found on the USHA website (www.universitysquareha.com). Applicants must submit the form electronically by emailing it to EARC (earc@universitysquareha.com). Applications must contain the following:

- Property plan/site plan showing location of proposed changes and relationship to property lines and adjacent homes.
- Description of materials, including such items as type of siding and roofing shingles on dwelling and proposed structure, colors, and exterior arrangements where applicable. Enclosing some manufacturer's brochures is frequently helpful to the review process but will not stand alone or become a substitute for other required information.
- For landscaping changes requiring application, a landscape plan that indicates the location, name, and number of plantings.
- Estimated start and completion dates.
- For structural additions, detailed drawings and architectural plans including exterior elevations and dimensions along with landscaping plans.
- Copies of applicable county permits, or acknowledgement that such permits will be applied for.

When the EARC Chair receives an application, the Chair will record the date received and bring the issue to the EARC, which has 30 days to respond. The applicant will be notified of EARC's decision by email, and will mark the application as approved or denied and place it in

the property's file with USHA. Paper copies of approved applications will be provided to the homeowner upon request.

If approved, the EARC will monitor the project to verify that work complies with the approved request.

If disapproved, the applicant can accept the rejection, modify and resubmit the application, or, within 30 days, request a formal EARC hearing to further explain or modify the original application.

- The date and time of the hearing will be determined by the EARC Chair, but must be within 20 days of the request for a formal hearing.
 - Hearings will normally be held in the evening or weekend hours.
 - The applicant will be notified of the date and time of the hearing in writing, which can be either hand delivered or sent via registered mail.
 - The EARC must be notified if the applicant will have legal representation.
- If the EARC hearing results in disapproval of the application, the applicant may then appeal the decision to the USHA Board of Directors. The board has 30 days to consider the application and render a decision to the applicant via registered mail or hand delivered, with a copy of the letter signed acknowledging receipt by the addressee.

2.0 Additions, Alterations, and New Construction

Additions, alterations, and new construction external to the existing living unit(s) include, but are not limited to, rooms, garages, screened porches, gazebos, storage structures, playhouses, patios, and decks. See individual categories for additional information.

The following general guidelines and standards regulate construction on the properties and are subject to the review and approval of the EARC:

- In addition to meeting all Fairfax County restrictions, additions, exterior alterations, new structures, and improvements, must conform to the EAG&R and be approved by the EARC.
- Approval (permits) from Fairfax County is required.
- The architectural design, color, character, form, scale, and proportion of all additions, alterations, structures, and improvements will be harmonious with the design and character of the existing house, adjacent houses, and structures.
- Material and color selections will be harmonious with the surrounding houses and the environment.
- The location of any structure will not impair the views or amount of sunlight and natural ventilation to adjacent properties.
- Roofs of new structures and additions must be architecturally compatible with the existing roof, including pitch. The color must match that of the existing roof and the shingles must be the same.
- New windows and doors will be compatible with existing ones and will be located in a logical pattern.
- Changes affecting drainage must not adversely affect adjoining properties.

- Construction materials must be stored to minimize adverse views from neighboring properties. Excess material and debris must be removed in a timely manner.
- The EARC will endeavor to allow greater flexibility, while remaining within these EAG&R, to additions and alterations that cannot be easily viewed from the street.
- New garages must be attached to the side of the home. Stand-alone garages and carports are not allowed.
- Backyards are not exempt from these EAG&R.

3.0 Address Numbers, Mail Boxes and Home Business Signs

- House numbers shall contrast with home color and be no more than six inches tall.
- Reflective numbers painted on curbs are encouraged for safety and should be well maintained.
- Mailboxes must be maintained in good mechanical and visual condition. Broken or missing parts must be repaired or the box replaced. Mold and mildew must not be allowed to grow on any surface of the box or post.
- The post that holds the mailbox must be kept vertical and maintained in good repair. If the post is painted, the paint color must be neutral and maintained.
- Names and/or numbers may be mounted on the mailbox or post, and should be black, white, or metallic in contrast to the mailbox/post so that they can be easily seen.
- Business signs are to be hung under the mailbox and not to exceed 8 ½ inches by 11 inches. Signs must meet USHA's color palette.

4.0 Antennae/Satellite Dishes

Application is required prior to installing antennae or satellite dishes on the home. Antennae and satellite dishes must be installed in the least visually intrusive place possible while still performing their function. Satellite dishes greater than one meter in diameter are prohibited.

The USHA has no obligation to maintain common areas or any other property in order to maintain unobstructed line of sight for antenna or satellite signals.

Transmitting antennae may be mounted to the roof vertically and shall not exceed a height of 15 feet above the roofline.

5.0 Attic Ventilators

Attic ventilators and turbines, if painted, must be painted to match the color of the surface they are installed against. Additionally, they should be mounted on the least visually obtrusive side of the home and well maintained.

6.0 Awnings

Exterior awnings are permitted only on the rear of the home. They must also have the following characteristics:

- Have compatible colors and have a consistent scale.

- Be maintained in good condition including paint, as appropriate.
- Be approved by the EARC.

7.0 Barbecue Grills and Stands

Portable grills must be stored behind the home, except when in use.

All permanently installed barbecue grills and stands must be located directly behind the home as far as practically possible from adjacent property lines. Grills and stands must be maintained in good condition.

Permanently installed grills and stands require approval by the EARC.

8.0 Basketball Setups

Basketball backboards may be attached to the front of the garage or to the back of the home or garage. Backboards may also be attached to permanent or temporary freestanding poles with the following stipulations:

- Must follow Fairfax County Zoning Ordinances regarding required distance from the home and lot lines.
- No court markings are allowed unless it is located behind the rear plane of the home.
- All components must be maintained in good condition, free of rust and painted as necessary.

9.0 Chimneys and Metal Flues

New chimneys must be brick or siding. Approval from Fairfax County is required.

Metal flues and chimney caps shall be well maintained and, if painted, match the roof color. New chimneys require application to EARC.

10.0 Decks

Decks must be located behind the house and comply with all Fairfax County requirements. Approval from Fairfax County is required.

Wood or composite decks are allowed. Wood decks may be left to age naturally or treated with a clear sealer, stained a wood tone color, or painted a muted earth tone color (see section 14.0), or white. Composite decks may be a wood tone color, gray or white. Accents, such as siding, railings, etc., shall either match the color of the deck, or be white or black, or a complimentary muted earth tone color. Painted and stained decks shall be properly maintained and free from peeling, etc. If privacy screening is used, the screening may be up to 6 feet in height from the deck. Lattice style or other open style of screening will be allowed. Lattice colors must match those of the deck.

If at any time personal effects begin to accumulate under a deck, it will be deemed a storage area and screening will be required. Application for the screening (solid wall, lattice, etc.) will be required.

11.0 Doghouses

Doghouses must be located behind the home. Doghouses should be located where it is visually unobtrusive to neighbors; evergreen screening may be required.

Doghouses should be maintained consistent with the requirements for maintenance of the exterior of the home.

12.0 Driveways

Driveways must be maintained in good repair and free of stains. Extensions and additions to driveways require an application; resurfacing the same physical area does not. Driveways must be paved using asphalt or concrete; other materials may be considered upon application to EARC. Extensions and additions must be made of the same material and color as the driveway, must not adversely affect drainage to adjacent properties, and must conform to the Fairfax County requirements associated with distance from the neighbor's property line and how much of a front yard can be devoted to parking. Approval from Fairfax County is required.

13.0 Dwellings and Structures

Residents are responsible for maintaining the exterior of their living units and any other structures on their lots such as decks, fences, shed and play equipment.

The following items represent some of the conditions that would be a violation of the maintenance requirements regarding Dwellings and Structures:

- Peeling paint or rust on trim, doors, garages, sheds, etc.
- Mailboxes and posts with peeling paint, dents, rust, stains, and/or broken or missing parts.
- Fences, decks and play structures that are leaning, broken, or in need of re-staining.
- Loose, missing, or excessive denting and/or creasing of siding.
- Dirty siding including mold, mildew, algae or other stains.
- Broken or missing window shutters and light fixtures or those that are in need of painting.
- Torn window screens.
- Broken, missing, curling or crumbling shingles.

14.0 Exterior Color Changes

If changing color scheme, application is required. Color selections must be harmonious with surrounding homes and general color scheme. Color scheme must not contain more than three colors (not including roof).

Proposed colors for the main color of the home (used for siding, brick, etc.) must be muted earth tones or neutral color palettes. Earth tone means a color scheme that draws from the color palette of brown, tans, grays, blues, and greens. These colors are muted and flat in an emulation of the muted colors found in dirt, moss, trees, and rocks. A neutral color palette includes white, off-white, cream, tan, brown, or gray.

Proposed accent colors (used on shutters, entrance and garage door, trim, roof, porch, lampposts, and other structures) must be complementary colors that fit in with the overall look of the neighborhood. Colors must be neutral or earth toned (described above,) or dark. Dark colors acceptable for accents include black, charcoal, maroon, or navy.

Front doors may be painted red.

It is the applicant's responsibility for the color of the dried paint to match that approved by the EARC. Manufacturer's color samples and/or brochures are required for the approval process.

15.0 Exterior Decorative Objects

This section does not apply to seasonal/holiday displays; see MISCELLANEOUS ITEMS (below).

Approval is required for placing exterior decorative objects, both natural and man-made, in the front yard. Objects will be evaluated in terms of their general appropriateness, size, color, location, compatibility with architectural and environmental design qualities as well as visual impact on neighbors and the surrounding area.

Exterior decorative objects in the front yard that require approval include, but are not limited to bird houses, bird baths, statues of animals, weather vanes, sundials, sculptures, planters, chairs, benches, tables, fountains and all items attached to approved structures.

Portable lawn furniture in the front or side yard may only be used for single-time family events, and should not be stored/kept in front or side yards.

16.0 Exterior Lighting

Lighting added to the front of the home must match or complement existing fixture styles. Ground level lighting must be unobtrusive. Spotlights must be located and angled so as not to be directed outside the boundaries of the owner's property.

Seasonal lighting displays do not require application; see MISCELLANEOUS ITEMS (below).

17.0 Fences

Fences shall be natural, unpainted (may be sealed or stained with a natural wood color) wood, or wood-toned composite or vinyl; chain link fences are not authorized. Fences must be anchored with 4x4 posts set firmly into the ground; concrete is recommended to ensure solid footing. Fencing shall not be attached to trees. Fence slats must be 1x4 or larger and will not exceed 6 feet in height; lattice sheets are not allowed.

Fences shall not be located forward of the front plane of the home.

Fence sections used solely for the purpose of a landscape feature will be treated as an Exterior Decorative Object.

Approval from Fairfax County is required.

18.0 Firewood

Firewood must be kept neatly stacked and shall be located in the back yard. Evergreen screening may be required to minimize adverse visual effects.

Stacks must not exceed 8 feet in length and 4 feet in height and width. Clearance from the ground should be maintained to prevent animals from making a home.

Small amounts of firewood may be located on patios or decks but should be intended for immediate use only.

Tarps used to cover the firewood should be an earth colored tone and well maintained.

19.0 Flagpoles

Only one freestanding, permanent flagpole is allowed per home. Freestanding flagpoles must be maintained in a vertical position for safety reasons. Flagpoles must not exceed 22 feet in height. Flagpoles will be unpainted, stainless steel, black, white or cream color. Nothing may be attached to the pole except a flag.

Poles attached to the front of the home do not require application but should not exceed 6 feet in length.

20.0 Freestanding Structures

Application to EARC is required prior to installing any freestanding structures on the property.

A. Gazebos

A gazebo is a freestanding, roofed structure that is open on all sides.

- Only one gazebo will be allowed per home.
- The gazebo will be limited to 150 square feet or less.
- The gazebo must be constructed using materials that are consistent with the surrounding architecture and will blend naturally with its surroundings.

B. Sheds

A shed is a simple, single story structure that is used for storage or as a workshop:

- Up to two sheds are allowed per home. Freestanding sheds shall be located at either the rear of the house or the back portion of the backyard and be neutral or earth-toned colors that coordinate with the color and style of the home.
- Sheds may not exceed one level and are restricted to 180 square feet or smaller. Freestanding sheds must be offset from property lines in accordance with Fairfax County regulations.
- Sheds that are attached to the home shall be considered additions and will be held to the guidelines and restrictions as such.
- Sheds must be maintained in good condition.

C. Recreation and Play Equipment (Including Tree Houses)

- Permanent or semi-permanent equipment, which either constitutes a structure or is an extension to an existing structure, requires approval. Examples include but are not limited to: playhouses, swing-sets, and play-sets. This play equipment shall be located behind the home.
- Portable play equipment does not require approval but must be stored from view when not in use.
- Scale, color and design will be significant factors when considering approval and shall be consistent with the theme of these guidelines. Playhouses and tree houses will not exceed 80 square feet.
- A tree house is restricted to one level and will not normally have a floor higher than 6 feet above the ground. The owner must make an effort to blend the tree house into the environment to minimize the visual impact to neighboring homes.
- Approval from Fairfax County, as appropriate, is required.

21.0 Gutters and Downspouts

Replacement and additional gutters and downspouts must match existing design and color.

Discharge pipe installation must allow for drainage and dissipation on the homeowner's property such that the discharge does not adversely affect neighboring properties. Discharge piping should be hidden to the maximum extent possible through burying or use of mulch or other landscaping features.

Gutters must be free of debris visible from below. Missing, hanging, broken or otherwise unsightly gutters and downspouts shall be repaired.

Application is not required to replace existing downspouts and gutters.

22.0 Hot Tubs/Spas

An exterior hot tub (spa) must be located behind the home. The hot tub must blend with the exterior finish of the home, deck or patio to which it is connected. Approval from Fairfax County is required.

23.0 Landscaping

All yards and landscape beds must be neatly maintained (grass mowed; grass maintained through regular weeding and seeding; bushes and trees appropriately trimmed; weeds in beds and around bushes, trees, and structures removed so they are not visible from the street; and dead plants or limbs removed, etc.). Debris, including leaves and fruit from trees and shrubs, shall be routinely removed. Per Fairfax County regulations, uncut grass cannot be higher than 12 inches on developed residential properties that are half an acre or less.

Landscaping must be installed and maintained such that it does **not** do the following:

- Obstruct sight lines for vehicular traffic.
- Impair the safe use of sidewalks.
- Overhang sidewalks such that it impairs pedestrian traffic.

- Hide fire hydrants, traffic signs or impede storm drains.
- Adversely affect neighboring properties in considering drainage, access, mowing ability and visual obstruction.

Excess material from new projects must be removed in a timely manner.

Landscape designs of such a scale or type as to be inconsistent with the existing design features of the house or adjacent houses are prohibited. Examples include the substantial or total removal of turf and replacement with another material such as mulch or gravel. Front yards and street-visible side yards shall consist primarily of grass.

Gardens must be maintained and have a neat appearance through the off-season. Vegetable gardens are not allowed in the front yard. Exceptions may be considered on a case-by-case basis through the application process.

Substantial landscaping alterations require an approved application from the EARC. These requirements include:

- Planting along lot lines. At maturity, plants shall not infringe neighboring properties.
- Installing any landscape features in the front or side yard that are intended to form a wall or border including railroad ties, lawn timbers, blocks and a series of plants intended to form a screen.
- Trellises, arbors and archways in the front or side yard. Such features may not exceed 8 feet in height or 4 feet in width.
- Ponds, fountains, rock formations, or pathways consisting of stone or wood in the front or side yard.

24.0 Maintenance Requirements

Property owners are responsible for the maintenance of all structures and grounds on their property. This includes, but is not limited to, such items as mowing grass, trimming of bushes and trees, removal of dead vegetation, structural maintenance and overall appearance. Nothing in these guidelines is intended to restrict the homeowner from normal upkeep or from returning the home to its original condition.

Dumping of debris or lawn clippings on common areas is prohibited.

25.0 Miscellaneous Items

- Clotheslines and similar devices are not allowed.
- Compost bins must not be viewable from the street. No home should have more than 3 bins. Bins must not be within 4 feet of property line and should not overflow.
- Exterior seasonal displays shall be removed within 30 days after the holiday.
- Holiday string/ icicle lights shall be removed from the front and sides of the home by January 31.
- Security bars and gates on windows and doors are not allowed.
- Security signs must not exceed 64 square inches in size and must be located within 5 feet of the home. No more than two signs are allowed per home.
- Dog runs are not allowed.

- Business signs are to be hung under the mailbox and not to exceed 8 ½ inches by 11 inches. Signs must meet USHA’s color palette.

26.0 Parking

Vehicles shall not be parked on the grass or block the sidewalk at any time.

Inoperative/junk vehicles are not to be parked on neighborhood streets, in driveways, or in yards. Cars must be operable with valid license plates and inspection decals, per Fairfax County regulations.

Out of consideration for your neighbors and to leave space for emergency vehicles, cars should not be routinely parked along the side of pipe-stem driveways.

27.0 Patios

New patios require approval through the application process. Patios shall be located in rear yards. Patios that wrap around to the side yard will be considered on a case-by-case basis and must compliment the original appearance of the home.

Only flagstone, brick, concrete, pea gravel embedded in stone dust, or similar construction material shall be used. The scale, location and design must be compatible with the lot, home and surroundings.

Any adverse drainage should be avoided. The homeowner must correct unforeseen, adverse drainage issues to adjacent homes.

Privacy screening, up to 6 feet in height from the patio, may be considered when lattice style or other open style of screening is proposed. Finish materials and colors must match those of the home. Evergreen plants may be required to shield the screening.

28.0 Pets

All Fairfax County animal regulations apply including waste removal, restraint, and/or constant attendance by a responsible person. Pet owners are financially responsible for prompt and complete costs of cleaning and repairing damage caused by their pets.

29.0 Roofs

No application is required to replace roofing with the same color and material.

Roof materials must be asphalt/fiberglass shingles. Color must be compatible with the home and neighborhood.

Solar panels may be placed on roofs such that the peak of the panel does not exceed the peak of the roof. If possible, installation should occur on the backside of the home. Solar panels on the front of the roof shall be skirted. Finish materials should be as unobtrusive as possible; high shine materials shall not be used.

30.0 Sidewalks and Pathways

Public sidewalks will be maintained to permit unobstructed access for pedestrian circulation at all times. Trees and shrubs that overhang public walkways must have at least a 10 foot clearance from the ground. Grass and flowers must not encroach edges of sidewalk, and it is

the responsibility of the homeowner to keep their sidewalk edged and free of weeds. Pathways, distinct from public sidewalks, must be set back at least 4 feet from the side property lines and installed flush to the ground. Only flagstone, slate, brick, stone pavers, concrete or pea gravel set firmly in stone dust or similar durable construction material may be used.

31.0 Swimming Pools

Pools are closely regulated by Fairfax County to ensure safety of neighborhood children. Approval from Fairfax County is required.

Pool filtration equipment must be shielded from view of adjacent properties and every precaution taken to minimize the noise level to the surrounding area.

32.0 Trash Containers

Trash containers and recycling bins shall be stored on the side or rear of the home, out of view from the street at all times. Evergreen screening may be used on the side of the home; lattice or other solid screening requires application to EARC. These containers may be set out the evening prior to service day and stored after pickup.

Trash removal services, including yard waste and recyclables, are paid for by the USHA through the collection of Community Dues. Residents are responsible to use these services to the extent necessary to remain in accordance with these requirements. Services include collection of all non-metal household items, including furniture, at no extra charge. Residents are responsible to arrange for pickup of these items. Ferrous metal items, such as appliances, will be picked up with an additional billing to the individual homeowner. For more information, see the website of our current trash provider.

33.0 Window Unit Air Conditioners

Individual window air conditioning units are prohibited on the street side of the home.

34.0 Violations and Reporting

All residents are encouraged to make a written report of apparent violations of the EAG&Rs to a member of the EARC, a Board member or USHA management. Violations may be reported using USHA Board Member emails (president@universitiesquareha.com; earc@universitiesquareha.com) or by mail to USHA, P.O. Box 16, Fairfax, VA 22038-0016. Confidentiality will be maintained.

If a violation of the EAG&Rs occurs, the following process will be used to bring the issue to resolution.

- The EARC will deliver an informal reminder note to the home occupant requesting that the violation be addressed.
- Should the informal notice not lead to resolution of the problem, the EARC will notify the homeowner in writing of the exact nature of the violation. Such notification will be a formal letter that is either hand delivered or sent by certified mail.
- If the owner fails to correct the violation within 30 days after notification, the EARC will report the violation to the USHA Board.

The USHA Board shall enforce violations of the EAG&R pursuant to the USHA due process procedures. Enforcement may include monetary penalties for each violation, as permitted by local and state law.

Appendix A. Improvement/Modification Request Form

Below is a copy of the form homeowners should use to request improvements or modifications to their property. The form should be downloaded from the USHA website (as a fillable PDF) and emailed to EARC at earc@universitysquareha.com.

University Square Homeowners Association EARC (Exterior Architecture Review Committee) Improvement/Modification Request Form

This is the form to submit exterior improvement requests for your home. **Please fill it out and email it along with any supplemental materials to earc@universitysquareha.com.**

Your request will be reviewed by the EARC (Exterior Architecture Review Committee). To ensure approval, please review and make sure your request falls within the EARC Guidelines, which are available on the USHA website and the USHA Facebook group. You will receive an email notifying you of EARC's decision, and an update will be put in your USHA file.

Note: Homeowners are responsible for meeting Fairfax County's building codes and obtaining any required permits.

Reminder: The purpose of having community guidelines are to keep the neighborhood looking nice which keeps everyone's property values high. We are volunteers, and we do our best to respond quickly.

If you have any questions or want to check on the status of your request, please email us at earc@universitysquareha.com.

Thanks for improving your property!

Name of Applicant:

Today's Date:

Street Address:

Lot #:

Telephone:

E-mail:

Type of Change (garage, deck, storage shed, etc.):

Detailed Description of the Change/Improvement:

Shape Dimensions (height, width, length):

Materials (specify all):

Color (also submit paint chips if applicable):

Location (also submit site plan showing location and approximate scale):

Estimated Start Date:

Estimated Completion Date:

Any additional information:

In addition to this form, please attach any supplemental materials that will help the committee understand the changes you're making. Common attachments include:

- paint color chips
- site plan drawings depicting location/scale of driveway extensions, new sheds or backyard structures, walkways, etc.
- photograph examples of materials for walkways, siding, roofing, solar panels, etc.

Thank You!

Appendix B. Helpful Links to County Policies (as of Nov 1, 2021)

- The full County Code can be found here:
<https://www.fairfaxcounty.gov/topics/codes-and-standards>
- Fairfax County Zoning information:
<https://www.fairfaxcounty.gov/planning-development/zoning/faqs>
NOTE: We are zoned as PDH-4 (planned housing development). The specifics regarding our zoning ordinance are found here:
<https://online.encodeplus.com/regs/fairfaxcounty-va/doc-viewer.aspx?secid=513#secid-513>
- When a Fairfax County Permit is required:
<https://www.fairfaxcounty.gov/landdevelopment/when-permit-required>
- Driveways:
https://www.fairfaxcounty.gov/code/sites/code/files/assets/documents/pdf/residential_paving_yard_coverage.pdf
- Decks:
<https://www.fairfaxcounty.gov/landdevelopment/decks-fairfax-county>
- Home Additions:
<https://www.fairfaxcounty.gov/landdevelopment/additions-garages-and-sunrooms>
- Inoperative/Junk Vehicles:
<https://www.fairfaxcounty.gov/police/servicesiz/inoperativevehicles>
- Noise Ordinance:
<https://www.fairfaxcounty.gov/planning-development/zoning/noise-ordinance>