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|                              |           |              |       |
|------------------------------|-----------|--------------|-------|
| <b>FOR INTERNAL USE ONLY</b> |           |              |       |
| DATE RECEIVED _____          |           |              |       |
| Review:                      | STAFF     | CONSULTATION | PANEL |
| AFFECTED PARTY               | VIOLATION |              | POAA  |
| ITEM:                        | _____     | _____        | _____ |
| DATE:                        | _____     | _____        | _____ |
| TIME:                        | _____     | _____        | _____ |

## DESIGN REVIEW BOARD (DRB) Application Form

PROPERTY STREET ADDRESS \_\_\_\_\_ ZIP \_\_\_\_\_

NAME(S) OF PROPERTY OWNER \_\_\_\_\_

PROPERTY OWNER EMAIL ADDRESS \_\_\_\_\_

TELEPHONE NUMBER HOME \_\_\_\_\_ WORK \_\_\_\_\_

MAILING ADDRESS (if different) \_\_\_\_\_

\_\_\_\_\_ ZIP \_\_\_\_\_

CLUSTER (if applicable) \_\_\_\_\_

SECTION \_\_\_\_\_ BLOCK \_\_\_\_\_ LOT \_\_\_\_\_

**REQUEST FOR APPROVAL** (Please provide a brief description of the request. Use attachments for details, drawings, plans, or catalog-cuts. Refer to the **Design Guidelines** for additional information.)

*The DRB may void any application that misrepresents a material fact.  
 Signatures must be of legal property owners or agent as power of attorney.*

ESTIMATED COMPLETION DATE \_\_\_\_\_

**OWNER'S SIGNATURE** (Print & Sign) (Required) \_\_\_\_\_

PERMISSION IS GRANTED TO MEMBERS OF THE DRB AND RA STAFF TO ENTER ONTO THE EXTERIOR GROUNDS OF MY PROPERTY IF NEEDED IN PREPARATION FOR THE REVIEW OF THIS APPLICATION.

(See section on back for neighbors' signatures, if applicable.)

**\*\* NEIGHBOR NOTIFICATION \*\***

As a means of communication about your proposal, you may be required to notify at least three nearest, reasonably available property owners of your plans and have them acknowledge the notification by signing below. If the property is in a cluster, at least two neighbors and a member of the Cluster Board must sign the application. **The neighbors' acknowledgment is neither an approval nor a disapproval of your application.**

**\*\* AFFECTED PARTY REGISTRATION \*\***

To register as an Affected Party, please contact the DRB Secretary and submit a written statement of concerns within 5 days of receiving this application. An Affected Party is someone whose property is determined by the DRB to be materially affected by the application. Any Affected Party may be heard at the Panel review; will receive notice of decisions and any subsequent actions the DRB takes; will be sent notice of the Applicant's appeal; and may file his/her own appeal, all with respect to the application, in accordance with RESOLUTION VI.I DESIGN REVIEW BOARD ADMINISTRATION.

**\*\* STAFF REVIEW \*\***

Staff may review an application if it conforms to the specific guideline that allows this option. Please consult staff or the Design Guideline as to whether or not signatures are required. Staff will record the decision on the front of this application and return it to you.

**\*\* STAFF REVIEW IN CONSULTATION WITH A DRB MEMBER \*\***

An application for which there is no Affected Party and which does not require review by a DRB Panel (see specific Design Guideline), may be reviewed by staff in consultation with a DRB member. Neighbors' signatures are required. The applicant may appeal this decision or request that the application be referred to a DRB Panel.

**\*\* PANEL REVIEW \*\***

All appeals, applications with a registered Affected Party, applications for any changes that require Panel review under the Design Guidelines, and applications for initial construction will be scheduled for review by a DRB Panel. Neighbors' signatures are required. **IMPORTANT**

**\*Please contact Reston Association staff if you're unable to keep your appointment time.\***

**\*\* APPEALS \*\***

All requests for appeals of a decision must be in writing and must be received by the DRB Secretary from the Applicant within 15 days after the mailing of the notice of the decision and from the Affected Party within 7 days after the mailing of the notice of the decision. The Secretary will submit the appeal to the next DRB Panel qualified to hear the appeal. If you wish assistance in appealing the decision, please contact the Covenants Administration Office.

**NEIGHBORING PROPERTY OWNERS' ACKNOWLEDGEMENT** (Required for all applications except those that meet the criteria for staff review. See specific Design Guideline for project.)

Check box below if you intend to register as an Affected Party. If so, you must complete the procedures described above.

| Name (printed) | Signature | Date  | Address |                          |
|----------------|-----------|-------|---------|--------------------------|
| 1. _____       | _____     | _____ | _____   | <input type="checkbox"/> |
| 2. _____       | _____     | _____ | _____   | <input type="checkbox"/> |
| 3. _____       | _____     | _____ | _____   | <input type="checkbox"/> |

If the property is located in a cluster, one of the above signatures must be a member of the Cluster Board of Directors. Please indicate which signature is that of the Cluster representative.