

Procedures for Submitting an Exterior Modification Application for Raspberry Falls
Homeowners Association (AKA The Moorlands)

Step 1. Obtain an exterior modification application (located on the website or from management)

Step 2. Complete the application in full. Be sure to include all of the details that are required.
The application should include the following information:

- Description – The application form requires a complete description of the alteration or improvement. This includes a complete listing of materials to be used; overall dimensions – height, length, width, height above ground level, etc; colors, pictures of the existing house, trim and roof colors; and material submission of colors/materials of the proposed alteration or improvement.
- Site Plan/Plat – A site plan is a scaled drawing of your lot (plat) showing dimensions of the property, adjacent properties if applicable, and all existing improvements, easements and VDOT right of ways. You must draw your proposed improvement on a copy of this plat on record and provide it with your application. This drawing may require all setbacks and easements be shown. Contour lines may be required where drainage is a consideration and more complex applications may require larger scale (10 to 20 feet to the inch scale) enlargements of the plat plan of County approved development or site plans.
- Drawings/Photographs – Complete scaled drawings showing all dimensions, elevations and details of the proposed improvement or alteration are required. Drawings should show the relation of the improvement or alteration to the existing home. Drawings, which are unclear, slow the process and may be returned to the applicant for clarification. Photographs, catalogue clippings or manufacturer’s “cut sheets” are acceptable for items such as lighting fixtures, storm doors, and other standard items.
- Signatures – The applicant is required to sign the application form. In addition, the signatures of all adjoining or affected property owners are required on all applications. The signatures do not constitute approval or disapproval of the proposed project; rather they indicate that the adjoining property owners are aware that an alteration or improvement is contemplated. Application received without signatures will not be reviewed.
- Construction Schedule – Applications must contain the proposed construction schedule indicating both a commencement and a completion date. All alterations or improvements must be commenced within 6 months and completed within 12 months of the approval.

Step 3. Submit the application in its entirety to the

**Architectural Review Committee, c/o Armstrong Management
3949 Pender Drive, Suite 205
Fairfax, VA 22030**

The Architectural Review Committee for your association is composed of members of the association that volunteer their time to review applications for their compliance with the Declaration. The committee has forty five (45) days to review a completed application and return a decision to the applicant.