

**Burke Centre Conservancy**

**ARCHITECTURAL  
STANDARDS**



**Revised January 2021**

# Table of Contents

<b>Section I Overview</b> .....	<b>5</b>
A. Introduction .....	5-6
B. Philosophy .....	6-7
<b>Section II Architectural Standards</b> .....	<b>7</b>
C. General Criteria .....	7
D. Compliance with Applicable Fairfax County Codes and Permit Requirements .....	7
E. Modification Standards .....	8-47
E.1. Air Conditioners, Heat Pumps & Power Generators .....	8-9
E.2. Antennas & Satellite dishes .....	9
E.3. Arbors .....	9-10
E.4. Awnings .....	10
E.5. Balconies .....	10
E.6. Bird Houses, Baths & Feeders, Bat Houses & Insect Houses .....	10-11
E.7. Canopies .....	11
E.8. Car Covers.....	11
E.9. Chimney Caps .....	11
E.10. Clotheslines .....	11-12
E.11. Compost Containers .....	12
E.12. Decks .....	12-13
E.13. Decorative Objects .....	14
E.14. Dog Houses/Animal Houses.....	14-15
E.15. Doors, Entry .....	15
E.16. Doors, Garage .....	15-16
E.17. Doors, Security .....	16
E.18. Doors, Storm.....	16
E.19. Drainage Systems .....	17
E.20. Driveways .....	17-18
E.21. Edging.....	18
E.22. Fences .....	18-20
E.23. Firewood & Firewood Stands.....	20
E.24. Flags & Flagpoles .....	20-21
E.25. Flower & Vegetable Gardens.....	21
E.26. Fountains & Fish Ponds.....	21
E.27. Fuel Tanks (Exterior) .....	22
E.28. Gazebos.....	22

<b>Section II Architectural Standards (continued)</b> .....	
E.29. Grills (Outdoor) .....	23
E.30. Ground Cover & Landscaping .....	23
E.31. Handrails.....	23-24
E.32. House Numbers.....	24-25
E.33. Irrigation Systems .....	25
E.34. Landscaping .....	25
E.35. Lighting .....	25-26
E.36. Little Free Libraries (LFL) .....	26-27
E.37. Mailboxes .....	27-28
E.38. Major Modifications.....	28-29
E.39. Painting.....	29
E.40. Patios .....	30
E.41. Pergolas.....	30
E.42. Porch (Front) Swings & Benches .....	30-31
E.43. Porches.....	31
E.44. Radon Mitigation Systems (Exterior) .....	31
E.45. Rain Barrels .....	31
E.46. Recreation & Play Equipment.....	31-33
E.47. Rock Gardens, Landscaping Walls & Retaining Walls .....	33
E.48. Roofing.....	33-34
E.49. Screened Porches .....	34
E.50. Screening.....	34-35
E.51. Security Devices, Cameras & Alarms .....	35-36
E.52. Sheds .....	36-37
E.53. Shutters.....	37
E.54. Siding, Fascia, Trim, Soffits, Gutters & Downspouts.....	37-39
E.55. Signs .....	40
E.56. Skylights.....	41
E.57. Solar Panels & Solar Shingles.....	41
E.58. Spas & Hot Tubs.....	42
E.59. Stoops.....	42
E.60. Storage Boxes .....	42-43
E.61. Swimming Pools .....	43
E.62. Tree Removal .....	43-44
E.63. Trellises.....	44
E.64. Vents.....	44-45
E.65. Walkway & Pathways .....	45
E.66. Windows .....	45-46

<b>Section II Architectural Standards (continued)</b> .....	<b>46</b>
E.67. Windows: Security .....	46
E.68. Prohibited Items .....	46-47
<b>Section III Terms and Illustrations</b> .....	<b>48</b>
F. Glossary of Terms .....	48-53
G. Illustrations .....	54-71
<b>Section IV Architectural Review Process</b> .....	<b>72</b>
H. The BCC Covenants and the ARB .....	72
I. Key Participants .....	73-74
J. Architectural Review Application Process .....	74-76
K. Cluster Supplemental Architectural Standards .....	76-77
L. Architectural Standards Review .....	77
<b>Section V Property Maintenance and Enforcement Procedures</b> .....	<b>78</b>
M. Property Maintenance .....	78-80
N. Enforcement Procedures .....	80-81
O. Virginia Property Owner's Association Act (POAA) .....	82
<b>Section VI Architectural Review Application Instructions and Forms</b> .....	<b>83</b>
P. Architectural Review Application and Open Space Addendum .....	83-90
P.1. Completing the Architectural Review Application .....	83-84
P.2. Completing the Open Space Addendum .....	84
P.3. Architectural Review Application .....	85-86
P.4. Open Space Addendum Application .....	87-88
P.5. Duplex/Quadruplex Addendum .....	89
P.6. Emergency Permit Application .....	90

# THE BURKE CENTRE CONSERVANCY ARCHITECTURAL STANDARDS - Revised 2021

## SECTION I – OVERVIEW

### A. INTRODUCTION

#### A.1. Planned Residential Community (PRC)

Burke Centre falls under Fairfax County's Planned Residential Community (PRC) zoning classification.

The PRC classification extends beyond the basic shelter and utility requirements of a conventional tract community, establishing a community organization, the Burke Centre Conservancy (BCC), to provide a wide range of community services. Key aspects of a PRC include legally enforceable architectural standards and guidelines, along with a network of open space that is owned, maintained and controlled by the BCC for its members.

#### A.2. A Sense of Community

One of the Burke Centre Conservancy's most important functions is to maintain and enhance the aesthetic quality and appearance of the homes, other structures and environment within Burke Centre.

This is supported by sustaining and maintaining a sense of community beginning with individual properties, progressing through clusters, neighborhoods and finally to the community at large. The Conservancy, including its Architectural Review Board (ARB) whose members are appointed by the Board of Trustees (BOT), serves to support this sense of community.

#### A.3. Burke Centre Conservancy Covenants Provisions

Article III. Section 4 of the Covenants establishes the Architectural Review Board (ARB) to "...*regulate the external design, appearance and location of the Properties and improvements thereon in such a manner so as to preserve and enhance values and maintain a harmonious relationship among structures and the natural vegetation and topography.*"

Article VI, Section 1 (c) of the Covenants is very explicit regarding the conditions for Architectural Control:

***"Conditions for Architectural Control. No improvements, alterations, repairs, change of paint colors, excavations, changes in grade or other work, which in any way alters the exterior of any lot or common area or the improvements located thereon from its natural or improved state, existing on the date such property was first subject to this Declaration shall be made or done without the prior written approval of the Architectural Review Board. No building, residence, or other structure, fence, wall or landscaping in lieu thereof, shall be commenced, erected, maintained, improved, altered, made or done on such property without the prior written approval of the Architectural Review Board."***

This paragraph clearly states that prior ARB written approval is required for any change to the exterior appearance of any lot or common area, or to the improvements located thereon. It is important to understand that this ARB approval requirement applies to all exterior modifications or alterations. Repairs and maintenance that do not change exterior appearances (no changes to existing materials, style, color, texture, function or dimensions) of the lot or improvements thereon do not require ARB approval, unless specifically required by these Standards.

#### A.4. Publication Purpose

The purpose of the *Burke Centre Conservancy Architectural Standards* is to provide architectural

guidelines to be used by the Conservancy and Conservancy members in planning exterior modifications to lots and common areas and improvements located thereon, and by the Architectural Review Board (ARB) in reviewing applications for such modifications. This document also serves to:

- Assist Conservancy members in preparing and submitting complete Architectural Review Applications.
- Describe the organizations and procedures that constitute the Architectural Review Process.
- Describe property maintenance responsibilities.
- Describe the Conservancy’s procedures for enforcing architectural standards and maintenance responsibilities.

**B. PHILOSOPHY**

**B.1.** The Burke Centre Architectural Review Board (ARB) is the Conservancy entity authorized to approve changes to the appearance and maintenance of properties within Burke Centre through the application and enforcement of *the Burke Centre Conservancy Architectural Standards*. In fulfilling this role, the ARB and the CS-ARB staff represent the Conservancy community in consistent and objective application and enforcement of the architectural and maintenance standards. ARB decisions are based on whether a proposed modification and/or property conforms to the approved standards as published in the *Burke Center Conservancy Architectural Standards*, not personal likes and dislikes.

**B.2. PROPERTY TYPES AND SENSE OF COMMUNITY CONSIDERATIONS**

1.	Individual Property:	Home and lot architectural style, and conformity with natural surroundings	
2.	Adjacent Properties:	Compatibility and consistency with cluster lots and natural surroundings	
3.	Neighborhood:	Compatibility and consistency throughout the cluster and neighborhood (Commons, Landings, Oaks, Ponds or Woods) and with natural surroundings	
4.	Burke Centre:	Community-wide continuity and appearance	

**Residential**

**Single Family Homes**

External modification to a single family home has the greatest impact on adjacent properties, the cluster and the neighborhood; however, external modifications to a single family home in one neighborhood can impact and set a precedent throughout the entire community.

**Multiple Dwelling-Units (Townhomes, Condominiums, Duplexes or Quadruplexes)**

Modification of an individual dwelling unit has the greatest impact on adjacent units within the dwelling unit structure, the cluster and the neighborhood. Townhomes and condominiums are considered to be either Uniform Townhomes or Condominiums or Non-Uniform Townhomes and Condominiums (see F. Glossary of Terms).

**Non-Residential (commercial, public, non-profit)**

**Single unit (one entity)**

Because of location and /or size, an external modification can affect the entire community.

**Multiple-Units (office complex and store fronts)**

Because of size and location, an external modification can affect the entire community.

**SECTION II – ARCHITECTURAL STANDARDS**

**C. GENERAL CRITERIA**

The ARB has a specific functional responsibility to regulate the external design, appearance and location of the property improvements on lots within Burke Centre. In reviewing applications for external modifications or alterations the ARB considers the following six general criteria.

**C.1. DESIGN**

The proposed modification must be compatible with the architectural style and characteristics of the applicant's home, adjoining homes, cluster and neighborhood setting. Design compatibility is defined as similarity in architectural style, scale, materials (type, style and dimension), design and construction detail. Multiple Dwelling Units (townhomes, condominiums, duplexes and quadruplexes) each present unique challenges to maintaining design compatibility. Exterior modification applications for individual dwelling units within a multiple dwelling unit structure are considered from the perspective of maintaining consistency and/or compatibility, as appropriate, throughout the structure. See specific Standard for details on materials.

**C.2. COLOR**

The proposed color(s) must provide continuity by being consistent (matching) or compatible, as applicable, with the existing color scheme/combination of the structure, its surroundings and throughout the cluster or neighborhood.

**C.3. LOCATION AND IMPACT**

The proposed modification(s) must relate favorably to the landscape, the existing structure(s), adjoining properties, the Cluster and the Neighborhood. The proposed modification(s) must relate favorably to the local environment and enhance local ecological conditions. Changes in the rate or direction of water drainage must not adversely affect any adjoining property, private or common. No modification shall be placed on, or encroach upon, open space.

**C.4. SCALE**

Lot size and configuration have a bearing on the consideration of a proposed modification, and are considered by the ARB in applying the applicable standard(s). The size and proportion of a proposed modification must be appropriate in relation to lot size and configuration, adjacent structures and its surroundings.

**C.5. WORKMANSHIP**

The proposed modification(s) must meet all Fairfax County code requirements and the applicant must secure all required permits. The modification and work must be completed in compliance with the approved application and the Burke Centre Conservancy Architectural Standards. The owner is responsible for ensuring that the approved modification(s) is completed in accordance with the approved Architectural Review Board Application, and in accordance with industry standard construction and installation practices.

**C.6. TIMING**

The modification must be completed within the time frame approved by the ARB.

**D. COMPLIANCE WITH APPLICABLE FAIRFAX COUNTY CODES AND PERMIT REQUIREMENTS**

All modifications to lots, common areas and improvements thereon must comply with applicable Commonwealth of Virginia and Fairfax County codes and permit requirements. **It is the lot owner's responsibility to ensure compliance.**

## E. MODIFICATION STANDARDS

The following standards reflect frequently requested exterior modifications. They do not constitute a complete list of possible modifications to a lot within Burke Centre. Residential standards apply to residential lots and the structures and improvements thereon, while non-residential standards apply to non-residential lots and the structures and improvements thereon. The general criteria identified in Section C apply to all modifications contained herein and to any modification not specifically addressed in this document. Cluster Supplemental Architectural Standards may address any of the standards - refer to Section K for general information and the CS-ARB staff for a complete listing of Cluster Supplemental Architectural Standards.

### Duplexes and Quadruplexes

No modification may be made to existing exterior materials, style, color, texture, function or dimension of a duplex or quadruplex without agreement by all property owners of the affected duplex or quadruplex. When submitting an application for an external modification of an individual dwelling unit within a duplex or quadruplex, the modification approved by the ARB serves as the basis for future repair or replacement for all units within the affected duplex or quadruplex structure. The owner submitting such an application shall provide, as part of the application, a signed agreement from each of the other dwelling unit owners that, upon approval by the ARB, the proposed modification(s) establishes the materials, style, color, texture, function or dimension, as appropriate, for future modification(s), repair or replacement of the respective item(s) for their dwelling unit. In the event that all property owners affected by a proposed modification do not agree, the property owner shall submit the application to the ARB, which shall make a decision based on the Standards. See specific Standard for details on materials.

### E.1. AIR CONDITIONERS, HEAT PUMPS & POWER GENERATORS

#### A. REQUIREMENT

1. An application is not required to replace a like unit in the same location.
2. An approved application is required for adding a unit or relocating an existing unit.
3. An approved application is required for a window- or wall-mounted air conditioning unit.
4. An approved application is required for ductless Heating, Ventilation and Air Conditioning (HVAC) systems.
5. Application requirements include a plat depicting the proposed location of the unit/system in relation to the applicant's dwelling, property lines and adjacent properties, as appropriate.
6. Power generator application requirements include:
  - a. Size (physical dimensions including length, width and height), color and location.
  - b. Technical specifications (decibel level, fuel source etc.).
  - c. External fuel tank size and location (if required see E.27.).
  - d. Screening (see E.50.).

#### B. RESIDENTIAL STANDARDS

1. Air conditioner compressors, heat pumps and power generators shall be located in rear yards, unless originally installed in a side yard. Relocation to a side yard will be considered on a case-by-case basis due to extenuating circumstances.
2. Ground-mounted air conditioner compressors, heat pumps and power generators visible from the street or parking lot shall be screened from view (see E.50.).
3. Window or wall mounted air conditioning units shall be considered for approval under the following circumstances:
  - a. The owner provides certification from an independent licensed physician that cooling by air conditioning supplementary to the existing HVAC is required for treatment of an occupant of the home; and
  - b. Window- or wall-mounted air conditioning units shall be located only on the side or rear of the home and will be removed when no longer required.
4. Ductless Heating, Ventilation and Air Conditioning (HVAC) unit condensers (external unit) shall be wall-mounted on the rear of the dwelling, with the condenser base no more than one foot above ground level. Refrigerant lines shall be enclosed in PVC or aluminum casing, in a color that matches the color of the dwelling's siding or trim, and shall be mounted on the

dwelling so as to be inconspicuous, routed where possible along the natural edge lines of the dwelling.

**C. NON-RESIDENTIAL STANDARDS**

1. Air conditioner compressors, heat pumps and power generators servicing a building shall be located in rear of the building unless originally installed on the side.
2. Ground-mounted units visible from the street or parking lot must be screened from view in accordance with E.50. Screening.
3. Where roof mounted equipment may be seen by neighbors screening is desired, however, it will not be required for existing units/equipment due to potential structural limitations. Applications for new construction must provide for screening of roof-mounted equipment.

**E.2. ANTENNAS & SATELLITE DISHES**

**A. REQUIREMENT**

- |   |
|---|
| <ol style="list-style-type: none"><li>1. An application is not required for satellite dishes less than one meter (39.37 inches) in diameter in the longest dimension, or other multi-point media distribution systems (MMDS) antennas and multiple element dipole (MED) antennas, provided the standards (see standards in B. and C. below) are met.</li><li>2. An approved application is required for all other antennas of any kind.</li></ol> |
|---|

**B. RESIDENTIAL STANDARDS**

1. TV broadcast reception antennas and satellite dish antennas should be located on that part of the dwelling's roof least visible from the nearest street or parking lot, as applicable, unless this precludes adequate signal reception. When installed on Multiple Dwelling Units the equipment will not overhang a neighboring unit.
2. Ground-mounted satellite dish antennas should only be located in the rear yard unless this precludes adequate signal reception.
3. Antennas and satellite dishes should not be mounted on fences, decks, porches, or any part of the dwelling other than the roof unless this precludes adequate signal reception.
4. All external wiring and cabling shall be inconspicuous, routed along the natural edge lines of the dwelling (e.g., roof peaks, roof edges, side wall corners, overhang joints, soffit lines) and fastened to the structure at points no more than ten feet apart.
5. TV broadcast reception antennas and satellite dish antennas that are no longer in service are not authorized and shall be removed.

**C. NON-RESIDENTIAL STANDARDS**

1. An application is required for all satellite dishes greater than (39.37 inches) in diameter in the longest dimension or other multi-point media distribution systems (MMDS) antennas and multiple element dipole (MED) antennas. Satellite dishes and antennas will be located on rear walls or that part of the roof least visible from the street, parking lot or adjacent properties.
2. All external wiring and cabling shall be inconspicuous, routed along the natural edge lines of the dwelling (e.g., roof peaks, roof edges, side wall corners, overhang joints, soffit lines) and fastened to the structure at points no more than ten feet apart.

**E.3. ARBORS (See Illustrations G.1.)**

**A. REQUIREMENT**

- |   |
|---|
| <ol style="list-style-type: none"><li>1. An approved application is required for all arbors.</li><li>2. Application requirements include a plat depicting the proposed location of the arbor(s) in relation to the applicant's dwelling, property lines and adjacent properties.</li><li>3. Color should be compatible with the color scheme of the dwelling or deck, as appropriate.</li></ol> |
|---|

**B. RESIDENTIAL STANDARDS**

1. Arbors shall be made of wood, wrought iron, metal or composite material that resembles wood.
2. Arbors shall not exceed 8 feet in height, 4 feet in width and 3 feet in depth.
3. Arbors shall only be located in the rear or side yard; if located in the side yard, arbors shall be no closer to the front than the mid-point of the foundation.

**C. NON-RESIDENTIAL STANDARDS**

1. An application and approval are required for all arbors.
2. Arbors shall be made of wood, wrought iron, metal or composite materials that resembles wood.
3. Arbors shall not exceed 8 feet in height, 4 feet in width and 3 feet in depth.
4. Arbors shall only be located in the rear or side of the property.

**E.4. AWNINGS**

**A. REQUIREMENT**

An approved application is required for all awnings.

**B. RESIDENTIAL STANDARDS**

1. Awnings shall be located only in the rear of the dwelling.
2. Awning color and style shall be compatible with the colors of the dwelling, including siding, brick, shutters and/or trim.
3. Awning frame shall be a color compatible with the dwelling's trim or siding color
4. Awning frames shall be removed and stored when the fabric is removed.
5. For a retractable awning, the casing color shall be compatible with the dwelling's siding color. In cases where the entire dwelling is brick, the casing color shall be compatible with the dwelling's trim or brick color.
6. Corrugated fiberglass components are prohibited.

**C. NON-RESIDENTIAL STANDARDS**

1. Awnings shall be located in the front of non-residential buildings. Locations in other than the front of a building will be considered on a case-by-case basis.
2. An application and approval are required for all awnings and canopies and will be reviewed on a case-by-case basis. The review will focus on design (including materials, size and scope), impact and location.
3. Awnings shall not be used for advertising; however, corporate name and logo are allowed.

**E.5. BALCONIES (See E.38. Major Modification)**

**A. REQUIREMENT**

1. An application is not required to replace an existing balcony in the same location and of the same dimensions, material, color and style/design as the one being replaced provided the standards are met (see B. below).
2. An approved application is required for all new balconies or changes to existing balconies including extension of the balcony, change in materials and/or railing style, removal or color change.

**B. RESIDENTIAL STANDARDS**

1. Balconies shall be constructed of wood or composite materials that resemble wood.
2. Color shall be compatible with the color scheme of the dwelling.
3. Balcony posts, balusters (railings) and cap rails may be constructed of wood, composite materials that resemble wood, metal or vinyl, and shall be a color compatible with the balcony or with the dwelling's color scheme (to include black or white).

**E.6. BIRD HOUSES, BATHS & FEEDERS, BAT HOUSES & INSECT HOUSES**

**A. REQUIREMENT**

An approved application is required for all birdhouses, bird feeders, bird baths, bat houses and insect houses that are not located in the rear yard, regardless of size, design or material, OR that are located in the rear yard and do not meet the standards (see B. below).

**B. RESIDENTIAL STANDARDS**

1. Birdhouse and feeder, bat house and insect house dimensions shall not exceed 12"x12"x18".
2. Birdbaths shall not be more than 30 inches in diameter.
3. Birdbaths shall be concrete gray or earth-tone, wrought iron, copper, or an earth-tone resin or composite material.

**C. NON-RESIDENTIAL STANDARDS**

An approved application is required for all birdhouses, bird feeders, birdbaths, bat houses and insect houses. Applications will be reviewed on a case-by-case basis. The review will focus on design (including materials, size and scope), impact and location.

**E.7. CANOPIES**

**A. REQUIREMENT**

An approved application is required for all canopies.

**B. RESIDENTIAL STANDARDS**

1. Canopies shall be located only in the rear of the dwelling.
2. Canopies shall be earth tone in color.
3. Canopy frames shall be a color compatible with the color of the deck, patio or porch upon which it is erected, including black.
4. Canopy height shall not exceed 9.5 feet.
5. Corrugated fiberglass components are prohibited.

**C. NON-RESIDENTIAL STANDARDS**

1. An application and approval are required for all canopies and will be reviewed on a case-by-case basis. The review will focus on design (including materials, size and scope), impact and location.

**E.8. CAR COVERS**

**A. REQUIREMENT**

An application is not required for car covers that meet the standard (see standards in B. below). In all other cases, an approved application is required.

**B. RESIDENTIAL STANDARDS**

1. Car covers shall be commercially manufactured car covers.
2. Car covers shall be brown, tan, or medium to dark gray in color.
3. Tarps may not be used for car covers.

**E.9. CHIMNEY CAPS**

**A. REQUIREMENT**

1. An application is not required to replace a chimney cap in the same location and of the same material, size, color and design.
2. Chimney caps that meet the standards (see B. below), are galvanized metal or stainless steel, and are silver or black in color do not require an application.

**B. RESIDENTIAL STANDARDS**

1. Chimney cap style and size shall be appropriate for the dwelling.
2. Chimney caps shall be galvanized metal or stainless steel.
3. A color other than black or silver shall be compatible with the dwelling's color scheme.

**C. NON-RESIDENTIAL STANDARDS**

An application is not required to replace/repair an existing chimney cap in the same location with one of the same material, size, color and design.

**E.10. CLOTHESLINES**

**A. REQUIREMENT**

An approved application is required for any permanently installed clothesline.

**B. RESIDENTIAL STANDARDS**

1. Clotheslines shall be located in the rear yard and stored when not in use.
2. Clotheslines shall be reachable from ground level.
3. Retractable clothesline canisters attached to the dwelling or deck shall be painted to match the color of the surface upon which it is mounted.

**C. NON-RESIDENTIAL STANDARDS**

Exterior clotheslines at non-residential properties are prohibited.

**E.11. COMPOST CONTAINERS**

**A. REQUIREMENT**

- |   |
|---|
| <ol style="list-style-type: none"><li>1. An approved application is required for all compost containers.</li><li>2. Application requirements include a plat depicting the proposed location of the compost container in relation to the applicant's dwelling, property lines and adjacent properties.</li></ol> |
|---|

**B. RESIDENTIAL STANDARDS**

1. Compost piles shall be enclosed in a container and must be maintained in accordance with all applicable Fairfax County Health Code rules and regulations.
2. Compost containers shall be located in rear yards, and shall not be adjacent to a pathway or walkway.
3. Compost containers shall not be visible from the street or parking lot.
4. Compost containers shall maintain structural integrity.
5. Chicken wire containers are prohibited.
6. Exterior dimensions shall not exceed 4' (length) x 3' (width) x 3' (height).

**C. NON-RESIDENTIAL STANDARDS**

1. An approved application is required for all compost containers.
2. Compost containers for non-residential properties are generally not allowed, however, applications will be considered on a case-by-case basis. The review will focus on design (including materials, size and scope), impact and location. Applications must comply with all applicable Commonwealth of Virginia and Fairfax County codes and permit requirements.

**E.12. DECKS** (See E.38. Major Modifications and Illustrations G.8.)

**A. REQUIREMENT**

- |  |
|--|
| <ol style="list-style-type: none"><li>1. An application is not required to replace an existing deck in the same location and of the same dimensions and the same, color and design as the one being replaced provided the standards are met (see standards in B. and C. below).</li><li>2. An application is required to stain the entire deck in any color not listed in E.12.B.4. or stain select components of the deck in any color.</li><li>3. An application is not required to stain the entire deck in any color listed in E.12.B.4. provided the standards are met.</li><li>4. An approved application is required for all new decks or modifications to existing decks (including extension of the deck), change in style, removal or color change. Decks comprise decking, rails, stairs, support structure, and any other integral components. (See Illustrations G.8, and M.6. Tree and Landscape Management, and E.61 Tree Removal, as they apply to decks.)</li><li>5. Applications will include a plat depicting the proposed location of the deck (drawn to scale) in relation to the applicant's dwelling, property lines and adjacent properties.</li></ol> |
|--|

**B. RESIDENTIAL STANDARDS**

1. Decks shall be located in rear yards. Side yard decking will be considered on a case-by-case basis based on unique lot configurations, but should not, with the exception of a quadruplex, extend beyond the midpoint side elevation of the dwelling foundation.
2. Decks (including all deck components and deck support structure) shall be constructed of pressure-treated wood, natural redwood or a composite material that resembles wood (see B.5. and B.6. below for exceptions).
3. Deck component resurfacing, capping or coating with material that is consistent with the standards described in B.4. – B.6., below, may be considered.
4. Decks composed entirely of pressure treated wood or pressure treated wood with approved black metal balusters may be left to weather naturally, treated with a clear sealant or stained (transparent, semi-transparent, semi-solid or solid) in one of the following Burke Centre approved colors as available from the manufacturer.
  - a. 'Chestnut' 110 by BEHR, 'Cedar' 146 by BEHR, 'Cedar Naturaltone' 533 by BEHR, 'Natural Cedar' by Thompson's WaterSeal, 'Timber Brown' by Thompson's WaterSeal,

'Simply Cedar' by Valspar, 'Cedar' by Olympic Maximum, 'Chestnut Brown' by Olympic Elite, 'Cedar' SW 3034 by Sherwin-Williams, 'Woodbriar' SW 3035 by Sherwin-Williams, 'Cedar Tone' by Flood, 'Chestnut Brown' by Cabot.

b. Other natural wood tone stain colors shall be considered on a case-by-case basis. No red-colored stains shall be considered.

5. **Decks (including deck support structure) for Multiple Dwelling Units (townhome, condominium, duplex, quadruplex):**

a. Deck components made of pressure treated wood on decks that have composite, metal or vinyl components shall be left to weather naturally, treated with a clear sealant, or stained with a semi-transparent or solid-color, natural wood tone stain that is light to medium brown in color and is compatible with the dwelling's color scheme and the composite components. Other natural wood tone stain colors may be considered on a case-by-case basis. No red-colored stains shall be considered.

b. Deck components made of composite material that resembles wood shall be light to medium brown in color, and compatible with the dwelling's color scheme.

c. Deck balusters may be constructed of composite material, metal or vinyl if the color is consistent with the color of the decking or are black.

d. Deck horizontal railings, posts and fascia may be constructed of composite material or vinyl if the color is consistent with the color of the decking.

e. Decks on Multiple Dwelling Units may be painted in accordance with E.12.B.4. and approved cluster supplemental architectural standards.

6. **Decks (including deck support structure) for Single Family Homes:**

a. Deck components made of pressure treated wood on decks that have composite, metal or vinyl components may be left to weather naturally, treated with a clear sealant, or stained with a semi-transparent or solid color, natural wood tone stain that is light to medium brown in color and is compatible with the dwelling's color scheme and the composite components. Other natural wood tone stain colors may be considered on a case-by-case basis. No red-colored stains shall be considered.

b. Deck components made of pressure treated wood may be painted, or stained with a solid color stain, in a color that is tan, beige, gray or brown, and that is compatible with the dwelling's color scheme, or may be painted white to be consistent with the color of the dwelling's siding or trim.

c. Deck components made of composite material that resembles wood shall comply with the color standards in 5a. and 5.b., above.

d. Deck balusters, horizontal railings, and posts may be constructed of wood, composite material that resembles wood, metal or vinyl, and shall be a color (to include black) that is compatible with the deck's and dwelling's color scheme. These components may be white in color if that color is consistent with the color of the dwelling's siding or trim.

7. Areas under the deck used for storage shall be screened with framed lattice. Other screening options may be considered based on design compatibility. The screening and framing shall be the same color as the deck fascia and the deck support structure.

8. Doorways in under-deck lattice screening shall be constructed of framed lattice, and shall be the same color as the framed lattice.

9. Privacy walls or screens constructed as part of, or attached to, a deck shall be compatible in design and material with the deck, and shall be the same color as the deck.

10. Lattice screening shall be constructed of framed lattice.

11. Corrugated panels, or under deck drainage systems installed under upper deck flooring require an approved ARB application, must be installed so as to be screened from view, shall include a water diffusion capability, and shall not have an adverse drainage impact (erosion, standing water, etc.) on adjacent properties, including common areas and Cluster and Conservancy open space.

**C. NON-RESIDENTIAL STANDARDS**

1. An application is not required to replace an existing deck in the same location and of same dimensions and similar color and design as the one being replaced.

2. An approved application is required for all new decks or changes to existing decks including extension of the deck, change in materials and/or railing style, removal or color change. Decks comprise decking, rails, stairs, support structure, and any other integral components. The review will focus on design (including materials, size and scope), impact and location. Applications must comply with all applicable Commonwealth of Virginia and Fairfax County codes and permit requirements.

**E.13. DECORATIVE OBJECTS** (See also E.6 Bird Houses, Baths & Feeders, Bat Houses & Insect Houses)

**A. REQUIREMENT**

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| <ol style="list-style-type: none"><li>1. All decorative objects located in front or side yards require an approved application, with the exception of holiday decorations, which may be in place no earlier than 30 days prior to and 30 days after a holiday.</li><li>2. Exterior decorative objects may include but are not limited to: wagon wheels, sculptures, fountains, statuaries, ponds, shepherds' hooks, flower pots, boulders, and items attached to the dwelling, such as weather vanes, decorative plaques and holiday decorations.</li><li>3. No application is required for four or fewer flower pots provided the standards are met (see standards in B. and C. below).</li><li>4. An approved application is required for more than four flower pots.</li><li>5. Applications for fountains, ponds, garden pools and other water-based decorative objects shall include a description of the water circulation system.</li></ol> |
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**B. RESIDENTIAL STANDARDS**

1. Prohibited items:
  - a) Windmills
  - b) Wishing wells or other type of wells
2. Decorative objects, to include statues and flower pots, shall be earth tone or black in color.
3. Decorative objects (except weather vanes, ponds, garden pools or fountains) shall not exceed 4 feet in any dimension.
4. Flower boxes are permitted in, or as part of, flower gardens on rear and front porches, stoops, patios and on rear decks or rear balconies. They may be composed of metal, plastic, wood, wood composite or clay and must be compatible in size, shape and color with the dwelling. Window flower boxes are only permitted on rear windows.
5. All fountains, ponds, garden pools or other water-based decorative objects shall have a means to preclude stagnant water accumulation.
6. All power cords, cables and any other operational accessories shall be concealed.
7. All fountains, ponds, garden or other water-based decorative objects shall be sized proportionately to the property.
8. Natural quartz landscaping boulders with earth-toned veining will be considered on a case-by-case basis as part of a landscaping plan/design.

**C. NON-RESIDENTIAL STANDARDS**

1. All permanently installed decorative objects require an approved application. The review will focus on design (including materials, size and scope), impact and location. Applications must comply with all applicable Commonwealth and County codes and permitting.
2. Seasonal and holiday decorations that are in place no earlier than 30 days prior and 30 days after a holiday do not require an application.
3. All fountains, ponds, garden pools or other water-based decorative objects shall have a means to preclude stagnant water accumulation.
4. All power cords, cables and any other operational accessories shall be concealed.
5. All fountains, ponds, garden or other water-based decorative objects shall be sized proportionately to the property.
6. Natural quartz landscaping boulders with earth-toned veining will be considered on a case-by-case basis as part of a landscaping plan/design.

**E.14. DOG HOUSES/ANIMAL HOUSES**

**A. REQUIREMENT**

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| An approved application is required for all dog houses and animal houses. |
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**B. RESIDENTIAL STANDARDS**

1. Dog and animal houses shall be located in the rear yard, will be compatible with the color scheme and design of the dwelling, and will be proportional in size to the lot size and configuration.
2. Pens and runs are prohibited.
3. No animal houses shall be used for feral cats or other wild animals.

**C. NON-RESIDENTIAL STANDARDS**

1. Prohibited with the exception of Veterinary practices and pet businesses.
2. An application and approval are required for all dog houses, animal houses, pens and runs for Veterinary practices and pet businesses. The review will focus on design (including materials, size and scope), impact and location. Applications must comply with all applicable Commonwealth and County codes and permitting.

## **E.15. DOORS, ENTRY**

### **A. REQUIREMENT**

1. An approved application is not required to replace an entry door in the same location with a door of the same color and design, provided the standards are met (see standards in B. and C. below).
2. An application is not required to replace an entry door in the same location with a door that complies with E.15.B.4. and E.15.B.5. below.
3. An approved application is required to add an entry door or replace an entry door with one that does not comply E.15.B.4. and E.15.B.5. below.
4. An application is not required for brass kick plates that are no higher than 12 inches from the bottom of the door. An approved application is required for all other kick plates.
5. An application is not required for entry door knockers made of brass, wrought iron or other metal that are no greater than eight inches in height. An approved application is required for all other door knockers.

### **B. RESIDENTIAL STANDARDS**

1. The door design/style shall be compatible with the architectural style of the dwelling.
2. Doors with decorative sidelites (glass panes) that are compatible with the architectural style of the dwelling (e.g., colonial, traditional) are allowable.
3. Door color shall be compatible with the color scheme of the dwelling.
4. Entry doors shall match the color of the shutters, trim or siding.
5. Entry doors shall be solid with no glass or solid with glass covering no more than the top half of the door. Glass shall be clear or textured. Exterior grids on glass shall match the color of the entry door.

### **C. NON-RESIDENTIAL STANDARDS**

1. An application is not required to replace entry doors in the same location with the same color and design. Entry door must remain uniform in style, size and finish as existing doors found on the remainder of the building (e.g. shopping centers, office buildings).
2. An approved application is required to replace entry doors that are different in appearance to the one being replaced or, to install new entrance doors. The review will focus on design (including materials, size and scope), impact and location.

## **E.16. DOORS, GARAGE**

### **A. REQUIREMENT**

1. An application is not required for replacing a garage door with one of the same dimensions, color, and design provided the standards are met (see standards in B. and C. below).
2. An approved application is required to replace a garage door with a door of different style, design, color or dimensions.

### **B. RESIDENTIAL STANDARDS**

1. Door color must be consistent with the color of the dwelling's siding or trim.
2. Ornamentation must be compatible with the architectural style of the dwelling.
3. All garage doors of a dwelling (single family, townhome, duplex) with more than one garage door, must be identical in style, design, material and color.
4. The door may have flat, raised or recessed panels and glass panes/lites.

### **C. NON-RESIDENTIAL STANDARDS**

1. An application is not required to replace garage doors in the same location with the same color and design. Garage door must remain uniform in style, size and finish as existing doors found on the remainder building (e.g. shopping centers, office buildings).
2. An approved application is required to replace garage doors that are different in size, color or style/design than the one being replaced, or to install a new garage door. The review will

focus on design (including size and color), impact and location. Applications must comply with all applicable Commonwealth and County codes and permit requirements.

#### **E.17. DOORS, SECURITY**

##### **A. REQUIREMENT**

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| 1. | An application is not required to replace a security door in the same location with a door of the same size, color and design provided the standards are met (see standards in B. and C. below). |
| 2. | An approved application is required for all new or replacement security doors that differ in material, size, color or style/design to the one being replaced.                                    |

##### **B. RESIDENTIAL STANDARDS**

1. Design shall consist of primarily straight vertical and horizontal members with minimal ornamentation or scroll work.
2. Security door shall be the same color as the entry door.

##### **C. NON-RESIDENTIAL STANDARDS**

1. An application is not required to replace security doors in the same location with the same material, size, color and design. Security doors must remain uniform in style, size and finish as existing doors found on the remainder of the building (e.g. shopping centers, office buildings).
2. An application and approval are required to replace security doors that differ in material, size, color, or style/design to the one being replaced, or to install a new security door. The review will focus on design (including materials, size and color), impact and location. Applications must comply with all applicable Commonwealth and Fairfax County codes and permit requirements.

#### **E.18. DOORS, STORM**

##### **A. REQUIREMENT**

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| 1. | An application is not required to replace a storm door in the same location with a door of the same size, color and design, provided the standards are met (see standards in B. and C. below). |
| 2. | An approved application is required for all new or replacement storm doors that differ in material, size, color or style/design to the one being replaced.                                     |

##### **B. RESIDENTIAL STANDARDS**

1. Storm doors shall be full-view, three quarters view, half-view or half-view cross-buck.
2. Storm door color shall match the color of the entry door or the trim around the entry door.
  - a. Exceptions will be considered on a case by case basis under the following circumstances:
    - i. Storm doors may match the color of the shutters when shutters are adjacent to the entry door.
    - ii. Storm doors may match the color of the shutters when the entry door is the same color as the trim.
    - iii. Storm doors may match the color of the window frames when the entry door and trim are the same color.
3. Storm doors may include decorative scrollwork, mullions or bars installed on the inside of the door.

##### **C. NON-RESIDENTIAL STANDARDS**

1. An application is not required to replace storm doors in the same location with similar color and design. Storm door must remain uniform in style, size and finish as existing doors found on the remainder of the building (e.g. shopping centers, office buildings).
2. An application and approval are required to replace storm doors that are different in appearance to the one being replaced, or to install new storm doors. The review will focus on design (including materials, size and scope), impact and location. Applications must comply with all applicable Commonwealth of Virginia and Fairfax County codes and permit requirements.

## **E.19. DRAINAGE SYSTEMS**

### **A. REQUIREMENT**

1. An approved application is required for alterations to storm water drainage on lots.
2. Application requirements include:
  - a. Plat depicting the drainage system (drawn to scale) and its location in relation to the lot's structures and property lines, and to adjacent properties, as appropriate.
  - b. Drainage system description including type of system, system components and system dimensions, and materials proposed for use (type material, color, location, dimensions, buried or unburied, etc.).
  - c. Landscaping details, as appropriate.

### **B. RESIDENTIAL STANDARDS**

1. Authorized drainage systems include buried drainpipe with water diffusion capability (e.g. pop-up emitter), French drain, dry creek bed, dry well, downspout, rain barrel (see E.45.) and rain garden.
2. Drainage systems installed on a lot shall be contained within that lot and shall not extend beyond the respective property lot line(s).
3. Drainage systems shall include a water diffusion capability, and shall not divert water to adjacent lots or properties, including common areas, and Cluster or Conservancy open space.
4. Drainage systems shall not have an adverse effect (erosion, standing water, etc.) on adjacent properties, including common areas, and Cluster or Conservancy open space.
5. Visible components of drainage systems must be earth tone in color (does not apply to PVC pipe connecting components to dwelling HVAC or sump pump systems).
6. Drainpipes shall be installed below grade (buried), with no more than 18 inches of drain pipe(s) ends exposed above ground.
7. Below grade drainage systems connected to a downspout may show no more than 18 inches of the connection material, which may be white, black, green or brown in color, compatible with the dwelling's color scheme.
8. Downspouts may be extended up to 3' without an application using an above ground extension that matches the material, color and size of the downspout. Downspouts that do not connect to a drainage system must have a splash block at the downspout termination.

### **C. NON-RESIDENTIAL STANDARDS**

1. Drainage systems shall not divert water to adjacent properties or open space.
2. Drainage systems shall be contained within the respective property, and shall not extend beyond respective property lot line(s).
3. Drainage systems shall include a water diffusion capability, and shall not have an adverse impact (erosion, standing water, etc.) on adjacent properties, including common areas, and Cluster or Conservancy open space.

## **E.20. DRIVEWAYS**

### **A. REQUIREMENT**

1. An application is not required to repair or replace a driveway in the same location and of the same size and materials as the existing driveway provided the standards are met (see standards in B. and C. below).
2. An approved application is required for expanding a driveway, installing a parking pad or driveway or changing the materials of an existing driveway or parking pad.
3. Any alteration to a driveway or parking pad that includes drainage system components requires an approved drainage system application.
4. Application requirements include a plat depicting the proposed location of the driveway, driveway extension, or parking pad in relation to the applicant's dwelling, property lines and adjacent properties.

### **B. RESIDENTIAL STANDARDS**

1. Driveway materials shall be concrete, asphalt, brick pavers (of a color compatible with the color scheme of the dwelling), stamped concrete, or exposed aggregate concrete. Other materials may be considered on a case-by case basis.
2. A driveway extension or parking pad shall be of the same material as the existing driveway,

- shall blend with the existing driveway, topography and landscaping.
3. Driveways shall not exceed 25% of the front yard. Exceptions will be considered on a case-by-case basis based on unique lot configurations.

**C. NON-RESIDENTIAL STANDARDS**

1. An approved application is required for expanding a driveway or parking lot, installing a parking pad or driveway, or changing materials, including the addition of any drainage system components.
2. Applications will be reviewed on a case-by-case basis. The review will focus on design (including materials, size and scope), impact and location. Applications must comply with Fairfax County Zoning codes, including Parking Codes.

**E.21. EDGING**

**A. REQUIREMENT**

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|---|
| <ol style="list-style-type: none"><li>1. An application is not required for edging less than 12 inches high provided it meets the standards (see standards in B. and C. below).</li><li>2. An approved application is required for edging that exceeds 12 inches in height or for staining or painting timber edging.</li><li>3. Application requirements include a plat depicting the proposed location of the edging in relation to the applicant's dwelling, property lines and adjacent properties.</li></ol> |
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**B. RESIDENTIAL STANDARDS**

1. Manmade edging materials shall be earth tone or dark red in color. White, light gray or any other light-colored edging is prohibited.
2. Natural wood (or composite material designed to resemble wood) timbers used as edging shall be installed with top edge no more than 12 inches above ground level. Timbers installed more than 12 inches above ground are considered a wall and must meet the requirements of E.47. Rock Gardens, Walls, and Retaining Walls.
3. Brick edging shall be installed horizontally or on the diagonal (Construction-grade brick, i.e., bricks with holes through them are prohibited.)
4. Plastic barrier edging (only black, brown or dark green) shall be installed so that no more than 2 inches is above ground level.
5. Scalloped edging shall be installed so that only the rounded portion is above grade.
6. Edging style, material and color in the front and side yards must be identical.

**C. NON-RESIDENTIAL STANDARDS**

1. Edging must comply with residential standards noted above.
2. Applications will be considered on a case-by-case basis. The review will focus on design (including materials, size and scope), impact and location. Applications must comply with all applicable Commonwealth of Virginia and Fairfax County code and permit requirements.

**E.22. FENCES (See Illustrations G.2.)**

Within Burke Centre Conservancy neighborhoods, open space provides each residential lot with the atmosphere and perspective of being part of a larger community. Fencing, if carelessly used, encroaches upon this atmosphere of openness and may even negate it. Owners who wish to install a fence should give careful consideration to the intended purpose of the fence and the prevailing fence styles and sizes in their cluster and neighborhood, particularly in the case of multiple dwelling units. When selecting a fence style and dimensions, owners should balance their desires and the visual and physical impacts on the property, adjacent properties, the cluster and the neighborhood. Fence style, location, material, size, and color are the primary factors for consideration.

In accordance with Fairfax County policy, homeowners with utility or storm drainage easements on their property are responsible for the repair or replacement of fences or fence components removed by County personnel to gain access to the aforementioned easement(s).

**A. REQUIREMENT**

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|---|
| <ol style="list-style-type: none"><li>1. An approved application is required for the installation of any new fence.</li><li>2. An approved application is required for removing any fence.</li><li>3. An approved application is required for replacing any fence, even if the fence is in the same</li></ol> |
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- location and the same style, dimension, height and color.
4. An approved application is required for the staining or re-staining of any fence.
  5. Any tree removal necessary for the installation of a fence shall be described in the fence application, and must meet the standards for tree removal (E.61 Tree Removal).
  6. An application is not required for an invisible fencing system, provided all components and wiring are below grade and not visible, includes no signage or markers, and is contained within the lot's boundaries.
  7. Application requirements include a plat depicting the proposed location of the new or replacement fence, or the location of the fence proposed for removal in relation to the applicant's dwelling, property lines and adjacent properties.

**B. RESIDENTIAL STANDARDS**

1. All fencing shall be constructed of wood, composite materials that resemble wood, or vinyl that resembles wood. White vinyl fencing is prohibited.
2. Fences are generally permitted only in rear yards, and generally only along lot lines.
3. Side-yard fences may be considered if site conditions warrant, but normally shall not extend beyond the midpoint of the side elevation of the house foundation.
4. Townhome, quadruplex, and condo fences shall only be flat top board on board or flat top solid board in style (see F. Glossary of Terms and G. Illustrations).
5. Single family and duplex fences may be any of the eleven (11) fence styles approved for use within Burke Centre: split-rail (two or three rail), paddock (three-board), spaced picket (straight picket, gothic picket, rounded picket, dog-eared picket), Mount Vernon dip, estate, flat top solid board, and flat top board on board (see F. Glossary of Terms and G. Illustrations).
6. Finials are permitted on fence posts, except for split rail, estate and paddock style fences.
7. Rail caps are required on solid board and board on board style fences.
8. **Stockade fencing is prohibited, and replacement** of an existing stockade fence is prohibited. An exception allowing stockade fencing will be considered for an individual lot containing a permanent swimming pool.
9. Fence components shall only be replaced with components that meet the Standards. The partial replacement of existing fence components that do not meet the Standards is prohibited.
10. Fencing finished on one side (solid-board, paddock, spaced picket or Mount Vernon style fencing) shall be installed with the finished side facing out.
11. Fencing within a lot shall be a consistent style and size (e.g., 2-rail split-rail; 4-ft board-on-board or 6-ft solid-board). An exception to consistent style and size within a lot may be considered for single-family homes when existing, approved fences on adjacent properties are of different styles and sizes. In this case, fencing shall match one of the existing styles and sizes. In the case a property has more than two existing, approved fence styles and/or sizes adjacent to or surrounding its property line, the following criteria will be considered when approving exceptions to consistent style and/or size within a lot: a balance between the prevailing fence style bordering or adjacent to the property, and comparability and consistency with surrounding lots and natural surroundings. Additional exceptions to consistent style and size may be considered for a barrier fence along a major, high volume, public roadway, in the case of an unusual lot configuration, or where original, builder-installed fencing justifies an exception.
12. Gates shall be compatible with fencing in design, material, height and color. Gate hardware shall be unobtrusive and rust resistant. (See Illustrations G.3).
13. Wire-mesh screening used to increase security as part of a split-rail or paddock fence will be considered. The wire mesh shall be attached on the inside of the fence, shall not extend above the top rail, and shall be black in color.
14. The top of the fence shall parallel the contour of the ground. Depending on fence style, the bottom of the fence shall be no more than four inches above grade at any point (except for split-rail and paddock).
15. Vertical fence elements shall be plumb.
16. Fence components shall not be fastened to natural objects such as trees, bushes or rocks. A fence shall 'box' around these objects, with the 'box' portion of the fence located on the applicant's property.
17. Signs and decorative items are prohibited on fences.
18. **Fencing shall generally be no higher than four (4) feet for single family homes and six (6) feet for townhomes, duplexes, condominiums and quadruplexes.** Two-rail split-rail fencing is limited to four (4) feet in height and three-rail split-rail fencing is limited to four and a

half (4.5) feet in height. Exceptions to the four (4) foot and six (6) foot height restriction may be considered in situations where the specific lot/lot line borders a major, high volume, public road, where unique safety or security circumstances (e.g., permanent swimming pools) exist, or where original, builder-installed fencing justify an exception.

19. **Fences for townhome rows, duplexes, condominium structures and quadruplexes** shall match in height, material, style and dimension (except for stockade fence replacement). Fences for all four dwelling units of a quadruplex shall also match in color.
20. **Single family home and duplex fences** that are made with pressure treated wood shall be left to weather naturally or treated with a clear sealant. Composite or vinyl materials shall only resemble weathered or natural wood colors consistent with wood fences that are left to weather naturally or treated with a clear sealant.
21. **Townhome, condominium and quadruplex fences** that are made with pressure treated wood shall be left to weather naturally or treated with a clear sealant, unless specified otherwise in an approved cluster supplemental architectural standard. Semi-transparent or solid color natural wood tone stain that is light to medium brown in color (no red-colored stain) and is consistent with the dwelling's deck stain color will be considered on a case-by-case basis. Composite or vinyl materials shall resemble natural wood colors consistent with wood fences that are left to weather naturally or treated with a clear sealant, unless specified otherwise in an approved cluster supplemental architectural standard. Composite or vinyl materials that are light to medium brown in color (no-red colors) and is consistent with the dwelling's deck stain color will be considered on a case-by-case basis.
22. Evergreens installed along a lot line are considered fencing. Evergreens may exceed the height restrictions in B.18 (above), and shall be planted such that when mature the evergreens do not extend beyond the applicant's property/lot line.

**C. NON-RESIDENTIAL STANDARDS**

1. Generally, the residential standards apply unless otherwise indicated.
2. Applications for chain-link or chicken wire fencing may be considered on a case-by-case basis. The review will focus on design (including materials, size and scope), impact and location. The use of barbed wire, razor wire, and concertina wire is prohibited. Applications must comply with all applicable Commonwealth and Fairfax County codes and permit requirements.

**E.23. FIREWOOD & FIREWOOD STANDS**

**A. REQUIREMENT**

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| 1. | An application is not required for firewood stands or stacks that do not exceed 4' in height or depth and are 16' or less in length provided the standards are met (see standards in B. and C. below). |
| 2. | An approved application is required for a firewood stand or stack that exceeds the above dimensions.   |
| 3. | Application requirements include a plat depicting the proposed location of the firewood stand or stack in relation to the applicant's dwelling, property lines and adjacent properties.                |

**B. RESIDENTIAL STANDARDS**

1. Firewood shall be neatly stacked, with no loose debris.
2. Firewood stands or stacks shall be located in the rear yard only.
3. Firewood stands or stacks may be covered with canvas or other fabric of solid, earth tone color. Brightly colored coverings are prohibited.

**C. NON-RESIDENTIAL STANDARDS**

1. An application and approval are required for a firewood stand that exceeds the above dimensions. The firewood stand must comply with all residential standards noted above as well as all applicable codes.
2. Stands may be located in the rear or side of the structure only.

**E.24. FLAGS & FLAGPOLES**

**A. REQUIREMENT**

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| 1. | An application is not required for a United States or U.S. State flag mounted on the dwelling and that meets the standards (see standards in B. and C. below). An approved application is required for any other flag mounted on the dwelling. |
|----|--|

2. An approved application is required for all permanent, free standing flagpoles. A permanent, free standing flagpole is one which is permanently installed on the property.
3. Application requirements include a plat depicting the proposed location of the flagpole in relation to the applicant's dwelling, property lines and adjacent properties.

**B. RESIDENTIAL STANDARDS**

1. No more than one flag may be mounted on a dwelling without an application and approval.
2. Displayed flags shall be no larger than 6 feet in any dimension.
3. Flagpoles shall be made of wood, fiberglass, or metal and be no more than 6 feet in height when mounted on the dwelling. Free-standing flagpoles shall be no more than 20 feet in height, and will be compatible in height and location with the respective lot size and configuration.
4. Flagpoles may be white, black, brown or silver in color.
5. If the flagpole is to be lighted, an application is required and shall include lighting and wiring information. Please note that flag etiquette stipulates that U.S. flags displayed after dusk should be directly lighted unless lighted by exterior dwelling lights.

**C. NON-RESIDENTIAL STANDARDS**

1. **FLAGS:** An application is not required for a United States or U.S. State flag mounted on a non-residential property that complies with the residential standards. An application and approval are required for any other flag mounted on the property.
2. **FLAGPOLES:** Generally, the residential standards apply. An application and approval are required for all permanent flagpoles. A permanent free-standing flagpole is one that is permanently installed on the property.

**E.25. FLOWER & VEGETABLE GARDENS (See E.30. Ground Cover and Landscaping)**

**A. REQUIREMENT**

1. An application is not required for flower or vegetable gardens that are located in rear or side yards, comply with the standards (see standards in B. and C. below), and whose total size is less than 25% of the lot excluding the dwelling.
2. Flower gardens/beds located in the front yard do not require an application unless the bed's total size exceeds 25% of the front yard.
3. Application requirements include a plat depicting the proposed location of the flower and/or vegetable garden(s) in relation to the applicant's dwelling, property lines and adjacent properties.

**B. RESIDENTIAL STANDARDS**

1. Vegetable plants and/or vegetable gardens are not permitted in front yards or on front porches or stoops.
2. Gardens may consist of portable planters/flower pots containing vegetables, flowers or decorative trees (e.g., whiskey barrel halves, pots, etc.)
2. Gardens shall not adversely impact or damage adjacent property in terms of weed growth, unsightliness, adverse drainage etc.
3. Gardens may use protective screening, no more than 24 inches in height, to enclose the garden area.
4. Gardens shall not encroach on any Conservancy or Cluster open space.
5. At the end of the growing season dead plants, support stakes, cages, screens, nets, and protective and wire fencing must be removed. Empty containers left in place after the growing season must have dead plantings removed.

**C. NON-RESIDENTIAL STANDARDS**

1. The garden must comply with all residential standards noted above, as well all applicable Fairfax County codes for non-residential property.
2. Flower beds must adhere to all residential standards for location, drainage and dimension restrictions.
3. Vegetable gardens may be located in the rear of the structure only.

**E.26. FOUNTAINS & FISH PONDS (See E.13. Decorative Objects)**

## **E.27. FUEL TANKS (EXTERIOR)**

### **A. REQUIREMENT**

1. An approved application is required for any exterior fuel tank, and associated screening, added to or relocated on any property.
2. Application requirements include a plat depicting the proposed location of the fuel tank in relation to the applicant's dwelling, property lines and adjacent properties.

### **B. RESIDENTIAL STANDARD**

1. Fuel tanks shall be located in the rear or side yards. Any fuel tank visible from the street, parking lot or adjacent properties shall be screened (see E.50.).
2. Fuel tanks (exterior) must comply with all applicable Fairfax County code and permit requirements.

### **C. NON-RESIDENTIAL STANDARDS**

1. An application is required for any exterior fuel tank and associated screening, added to or relocated on any property.
2. Tanks shall be located in the rear or side of the property only and must be screened from view.
3. Installation of fuel tanks must comply with all applicable Fairfax County codes and permit requirements.

## **E.28. GAZEBOS**

### **A. REQUIREMENT**

1. An approved application is required for all gazebos.
2. Application requirements include:
  - a. Plat indicating the proposed location of the gazebo
  - b. Complete description of the proposed gazebo including, material(s), color and dimensions
  - c. Description of the proposed location of the gazebo
  - d. Gazebo brochure or photograph, or front and side elevation drawings (to scale)

### **B. RESIDENTIAL STANDARDS**

1. Gazebos shall be made of wood, or composite material that resembles wood, or extruded aluminum. Gazebo frames may be made of wood, composite material that resembles wood, aluminum, steel or other comparable metal.
2. Gazebos shall be located only in the rear yard or on a deck; the size and location shall be proportional to the lot size and configuration. A side yard gazebo may be considered based on an ARB determination that an applicant's specific and unique lot size and configuration precludes gazebo location in the rear yard or on the deck. A side yard gazebo must meet all standards specified for a rear yard gazebo.
3. Gazebos located in yards shall be of a color(s) that is (are) compatible with the color scheme of the dwelling.
4. Gazebos integral to, or built into, a deck shall be of the same or compatible materials as the deck, and of the same color as the deck.
5. Gazebo roofs may be wood shake shingles or composite material that resembles wood shake shingles, asphalt shingles that match the house shingles in material, design, size and color, or aluminum that is compatible in color with the deck materials (if located on a deck), or the color scheme of the dwelling.

### **C. NON-RESIDENTIAL STANDARDS**

1. An application and approval are required for all gazebos.
2. Gazebos shall be made of wood, composite material that resembles wood, or extruded aluminum. Gazebo frames may be made of wood, composite material that resembles wood, aluminum, steel or other comparable metal.
3. Gazebos size and location shall be proportional to the lot size and configuration.
4. Gazebo roofs may be wood shake shingles or composite material that resembles wood shake shingles, asphalt shingles, or aluminum.

## **E.29. GRILLS (OUTDOOR)**

### **A. REQUIREMENT**

1. An application is not required for a portable outdoor grill.
2. An approved application is required for all permanent (built-in) outdoor grills.
3. An approved application is required for permanent outdoor grill fuel lines.
4. Application requirements include (as applicable):
  - a. Plat showing (to scale) the location of the proposed grill and any permanent fuel lines, and their relation to the applicant's dwelling and property lines, and to adjacent properties.
  - b. Construction plan for proposed grill and any associated platform, including description of proposed materials, color, dimensions, etc.
  - c. Permanent fuel line description and proposed installation plan, as applicable

### **B. RESIDENTIAL STANDARDS**

1. Grills shall be located in the rear yard.
2. Any permanent fuel line shall be concealed from view, and must be installed by a licensed installer.

### **C. NON-RESIDENTIAL STANDARDS**

1. An approved application is required for all permanent (built-in) grills and will be reviewed on a case-by-case basis. The review will focus on design (including materials, size and scope), impact and location.
2. An approved application is required for permanent grill gas lines.
3. All items shall be installed in a professional manner and comply with all applicable Commonwealth of Virginia and Fairfax County codes and permit requirements.

## **E.30. GROUND COVER & LANDSCAPING**

### **A. REQUIREMENT**

1. An application is not required when less than 25% of the open area of a property lot is being landscaped with natural ground cover, i.e. myrtle, pachysandra, low growing junipers, stone, shredded hard wood mulch or a combination of natural and manmade materials, provided the standards are met (see standards in B. and C. below).
2. The planting of fast growing invasive vegetation is prohibited, such as bamboo, and existing fast growing invasive vegetation shall be properly maintained so as to prevent growth into neighboring properties or Cluster or Conservancy open space.
3. An approved application is required when more than 25% of the open area for a single family home, or 25% of the front yard of a multiple dwelling unit, are to be landscaped with other than turf grass.

### **B. RESIDENTIAL STANDARDS**

1. Stone groundcover shall be stones of a neutral, earth tone color, such as buff, brown, etc., crushed bluestone or gray river rock. No white stone or gray gravel is permitted.
2. Mulch shall be brown, red, or black in color.
3. Synthetic or carpet-like materials e.g., Astroturf, indoor-outdoor carpet are prohibited.
4. Ground cover vegetation is not permitted on fences, structures, or adjacent trees or plants.
5. Large natural quartz landscaping boulders will be considered on a case-by-case basis as part of a landscaping plan/design (see E.13. Decorative Objects).

### **C. NON-RESIDENTIAL STANDARDS**

Must comply with the residential standards noted above.

## **E.31. HANDRAILS**

### **A. REQUIREMENT**

1. An application is not required to replace a handrail in the same location and of the same size, materials, color and design, provided the standards are met (see standards in B. and C. below).
2. An approved application is required for any new handrail, or to extend or change an existing handrail.

3. An approved application is required to remove an existing handrail.

**B. RESIDENTIAL STANDARDS**

1. Handrails shall be constructed of wrought iron, aluminum, wood or composite material resembling wood.
2. Handrail color shall be black or brown, and compatible with the color scheme of the residence.
3. The size and scale of the handrail shall be appropriate for the location.

**C. NON-RESIDENTIAL STANDARDS**

1. An application is not required to replace a handrail in the same location and of the same size, materials, color and design, provided the standards are met.
2. An approved application is required for any new handrail or to extend or change an existing handrail, or to remove an existing handrail. The review will focus on design (including materials, size and scope), impact and location. Applications must comply with all applicable Commonwealth of Virginia and Fairfax County code and permit requirements.

**E.32. HOUSE NUMBERS**

**A. REQUIREMENT**

1. An application is not required for house numbers that are Arabic numerals, are of uniform size between 2 and 6 inches in height and that comply with the standards (see standards in B. and C. below).
2. An approved application is required for house numbers that do not comply with the standards (see standards in B. and C. below).
3. Welcome plaques and/or address plaques that contain significant ornamentation, text other than house numbers, and/or exceed the dimensions standards noted below are considered decorative objects (see Standard E.13.).

**B. RESIDENTIAL STANDARDS**

1. All dwellings shall be clearly marked with individual house numbers that are visible from the nearest street, property edge or parking lot closest to the front of the dwelling.
2. House numbers shall be positioned adjacent to the primary entry door and/or garage door. For multiple dwelling units, whose primary entry door faces inward and is not visible from the nearest street, property edge or parking lot, house numbers may also be positioned centered above the ground level, rear entry door.
3. House numbers shall not be positioned on fences.
4. All house numbers on an individual dwelling shall be identical in style, dimensions, material and color.
5. House numbers for both units of a duplex and all units of a quadruplex shall be identical in style, type, material, dimensions, font and color.
6. House numbers shall be Arabic numerals between 2 and 6 inches in height, of a solid color against a contrasting background, the color of which is compatible with the color scheme of the dwelling, and shall be:
  - a. Three-dimensional metal, polished or anodized brass, wood or plastic, are a contrasting color compatible with the color scheme of the dwelling, and mounted on the entry door or garage door trim, or mounted on a wood or composite material plaque of a color that is compatible with the color scheme of the dwelling; or
  - b. Two-dimensional numbers of a solid color and painted on ceramic tiles that are no larger than 4" W x 7" H, are a contrasting color compatible with the color scheme of the dwelling and are mounted within an earth tone color metallic or wrought iron frame no larger than 18" W x 8" H x 0.5"D; or
  - c. Two-dimensional numbers of a contrasting solid color and painted on a ceramic plaque that is no larger than 18" W x 10" H and is a color compatible with the color scheme of the dwelling; or
  - d. Two-dimensional numbers of a contrasting solid color and centered on a cast metal plaque that is no larger than 18" W x 10" H x 0.5" D and is a color compatible with the color scheme of the dwelling.
7. Ceramic tiles, ceramic plaques and cast metal plaques displaying house numbers shall have minimal ornamentation and shall contain no text other than house numbers.
8. Lighted numbers may be installed if they employ subdued lighting contained within the numerals. Backlit numbers are prohibited.

**C. NON-RESIDENTIAL STANDARDS**

2. All properties shall be clearly marked with individual numbers that are visible from the nearest street, property edge or parking lot closest to the front of the property.
3. Decals, press-on or painted numbers are to be clearly visible and uniform (material, design, location, size, color) if the property has multiple addresses (mall, office building, etc.). Decals, press-on or painted numbers may be applied to glass doors only.
4. Numbers mounted on all units of a multi-unit property (e.g. mall, office buildings) shall be identical in style, type, size, material, font and color. Numbers shall be metal, polished or anodized brass, wood or plastic, and shall be of a solid color against a contrasting background, the color of which is compatible with the color scheme of the property.

**E.33. IRRIGATION SYSTEMS**

**A. REQUIREMENT**

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| 1. An approved application is not required for installation of in-ground irrigation systems or replacement of systems that comply with the Standards below. |
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**B. RESIDENTIAL STANDARDS**

1. All irrigation lines shall be installed below grade.
2. Sprinkler heads shall be flush with the ground when not in operation.
3. Damaged sprinkler heads resulting in “geysers” should be immediately repaired or replaced.
4. Applications shall include any tree or landscaping removal required for irrigation system installation.
5. Damage to landscaping/grass/drainage resulting from system installation shall be repaired.

**C. NON-RESIDENTIAL STANDARDS**

Must comply with the residential standards.

**E.34. LANDSCAPING (See E.30. Ground Cover and Landscaping)**

**E.35. LIGHTING**

**A. REQUIREMENT**

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| 1. An application is not required to replace previously approved or originally installed exterior or security lighting in the same location with lighting of the same design, dimensions and color, provided the standards are met (see standards in B. and C. below).  |
| 2. An approved application is required for any new exterior or security lighting, or replacement of exterior or security lighting with a different type, style, color, etc., or for lighting that does not comply with the standards (see standards in B. and C. below) |
| 3. An application is not required for holiday lighting provided the standards are met (see B.8. below).   |
| 4. An application is not required for landscaping lights provided the standards are met (see B.9. below).   |
| 5. An application is not required for string lights provided the standards are met (see B.10. below).   |
| 6. Applications requirements include a plat depicting the proposed location of the lighting on, or in relation to, the applicant’s dwelling, property lines and adjacent properties, as appropriate.  |

**B. RESIDENTIAL STANDARDS**

1. Lighting fixtures installed across the front of the dwelling, including the garage, shall be uniform and consistent (same style, material, dimensions and color).
2. Exterior light fixtures on duplexes and quadruplexes shall be consistent in color for all dwelling units of the structure.
3. Exterior, structure-mounted or pole-mounted lights shall emit white light that does not blink, dim or change color. Light bulbs shall not exceed the following specifications: Wattage - Incandescent 100 watts, CFL 30 watts, LED 20 watts; Lumens – 1,700; Kelvins - 3,500.
4. For ground-mounted or freestanding (pole-mounted) exterior lights, mounts and poles shall be either black or white metal, brass or vinyl. Freestanding light poles shall not exceed 6 feet in height and shall be plain in design, with no ornamentation.
5. Lighting to illuminate the United States National Flag from dusk to dawn may be ground-

mounted or structure-mounted, consistent with other lighting standards, but must be positioned to ensure the light beam is directed onto the flag and contained within the respective property lines.

6. Exterior and security lighting shall be directed to ensure that the direct light beam is contained within the respective property lines. Security lighting shall not create a nuisance or hazard by shining in the eyes of personnel on adjacent properties or individuals operating motor vehicles on adjacent streets or in adjacent parking lots.
7. Security lighting fixtures shall be residential in nature; commercial-style fixtures are prohibited.
  - a. Free standing security lights are prohibited.
  - b. Security light fixtures shall not be installed in place of decorative lights (e.g., as entry door/stoop/porch/garage door lights).
  - c. Dwelling-mounted security light fixtures shall be metal or plastic, and the light mount and fixture shall be store-bought black, white, gray, or beige, and shall be compatible with the dwelling's color scheme.
8. Lighting other than approved exterior or security lights, landscaping lights that meet standard B.9., below, or string lights that meet standard B.10., below, is considered holiday lighting and may only be installed and illuminated during the period thirty (30) days before and thirty (30) days after the respective holiday.
9. Landscaping lights shall be ground mounted and may be used to mark the edges of walkways, pathways, patios and flower or shrub beds.
  - a. Landscaping lights shall be non-obtrusive in design, shall not contain colored or blinking lights, and shall not exceed 18 inches in height.
  - b. All landscaping lights on a property shall match in material, style/design, size and color.
10. Clear filament bulb light strands (string lights) shall contain warm/soft (3000K or lower) white light bulbs (no color or blinking lights) of no more than 400 lumens.
  - a. Light strands shall be installed horizontally on gazebos, pergolas, arbors, canopies, the interior of deck railings, the interior of fences (board-on-board or solid board in style only), wood posts affixed to the deck that match the deck in color or black metal poles affixed to the deck, which are no more than 6 feet higher than the deck.
  - b. Light strands may not be strung on the front or sides of the dwelling or on the rear of the dwelling unless above a patio or deck or for the purposes of powering the lights.
11. All external wiring and cabling shall be inconspicuous, routed along the natural edge lines of the dwelling (e.g., roof peaks, roof edges, side wall corners, overhang joints, soffit lines) and fastened to the structure at points no more than ten feet apart.

**C. NON-RESIDENTIAL STANDARDS**

1. An application is not required to replace existing exterior or security lighting in the same location with lighting fixtures of the same size, color and design.
2. An approved application is required for any new exterior or security lighting and any physical changes to existing, approved and changes in exterior or security lighting. Commercial lighting may be used on a case-by-case basis. The review will focus on design (including materials, size and scope), impact and location. Lighting must comply with all applicable Fairfax County codes and permit requirements.
3. See Standard E.55. Signs.

**E.36. LITTLE FREE LIBRARIES**

**A. REQUIREMENT**

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| <ol style="list-style-type: none"><li>1. An application is required for all new Little Free Libraries and all changes to approved Little Free Libraries. All applications shall require recommended approval by the ARB and Open Space Committee and approval by the Board of Trustees.</li><li>2. Applications shall be submitted by the cluster if the Little Free Library will be installed in cluster open space or by the appropriate neighborhood trustee if there is no active cluster or if the Little Free Library will be installed on Conservancy open space.</li><li>3. All Little Free Libraries shall follow Policy # 2-2019-1</li><li>4. Applications shall include:<ol style="list-style-type: none"><li>a. Plat or map marked with the location of installation</li><li>b. Photos/drawings of the requested model with dimensions</li><li>c. Photos/drawings of the requested design/colors</li><li>d. Description of materials</li><li>e. An Open Space Addendum signed by the Cluster or Neighborhood Trustee</li></ol></li></ol> |
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**B. RESIDENTIAL STANDARDS**

1. There shall be no residential Little Free Libraries.

**C. NON-RESIDENTIAL STANDARDS**

1. The LFL charter sign with the assigned charter number provided by LFL upon registration shall be installed on the top frame of the door. There shall be no other external writing on the Little Free Library
2. Little Free Libraries that are not maintained for more than 30 days may be removed by the Conservancy.
3. Little Free Library styles and sizes may be a model listed below, available through LFL, and shall be proportional in size to the need of the cluster. Models available through LFL that are not listed below and do not exceed the below dimensions shall be considered on a case-by-case basis. Little Free Libraries not purchased through the LFL online store shall be built to match the listed models.
  - a. "Cottage" and "One Story Shed" models are considered small with dimensions of roughly style 21" wide, 18-23" tall, 17"-19" deep.
  - b. "Two-Story Shed Style" models are considered in the medium range with dimensions of roughly 21" wide, 24 inches tall and 19 inches deep.
  - c. "Double-door shed" models is the largest model with dimensions of 25" wide, 25" tall and 15" deep.
4. Little Free Libraries may be stained light to medium brown or painted the LFL's Blue ('Regatta' SW 6517 by Sherwin-Williams), Green ('Evergreens' SW 6447 by Sherwin-Williams) or Red ('Salute SW 7582' by Sherwin-Williams). If the listed colors are unavailable, color equivalents shall be considered on a case-by-case basis. Other colors, to include children's designs, shall be considered on a case-by-case basis for Little Free Libraries dedicated to children's books.
5. Little Free Libraries shall be mounted on either the Library Post with Topper available through LFL or a handcrafted model consistent with the Library Post with Topper (post is 4" x 4" x 60" tall and topper is 15.5" wide x 5" tall), installed with two angled braces and installed 24" deep with the ground tamped down to secure the post. Posts may be secured in concrete. Posts shall be left to weather naturally or coated with a clear sealant. There shall be no external markings on the post.
6. Little Free Libraries may use no more than four square feet of common area depending on location and available space. The area may be landscaped (see Standard E.30.). Any landscaped area must have edging (see Standard E.21.) so as to prevent erosion and contain loose ground cover.
7. Temporary signage to announce the installation of an approved Little Free Library or for specific LFL events may be placed on common area at street level for no more than 14 days and shall be removed at the completion of the installation or event.

**E.37. MAILBOXES** (See Illustrations G.4) (Not applicable to USPS-approved cluster mailboxes)

**A. REQUIREMENT**

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| <ol style="list-style-type: none"><li>1. An application is not required to install a mailbox(es) that is (are) USPS-approved, black metal or plastic rural mailbox style (approximately 19"-23" L x 6.5"-12" W x 6"-15" H), provided the standards for the mailbox and mailbox post (see B. and C. below) are met.</li><li>2. An application is not required to replace a USPS-approved, metal cluster box unit (CBU) that has been previously approved by the ARB, with a CBU of the same style, material, dimensions, color and in the same location, provided the standards are met (see B. and C. below).</li><li>3. An approved application is required to replace a mailbox(es) and/or mailbox post/stand with a mailbox(es) and/or mailbox post/stand that is (are) different in style, material, dimensions, or color, or in a different location. (This requirement does not apply to mailbox and/or mailbox post changes or replacement to comply with standards B.1 and B.2, below).</li></ol> |
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**B. RESIDENTIAL STANDARDS**

1. Mailboxes shall be USPS-approved, black metal or plastic rural mailbox style (approximately 19"-23" L x 6.5"-12" W x 6"-15" H), or USPS-approved, metal cluster box units (CBU). (Mailboxes painted Martin Senour, #1071 George Davenport House Green in accordance with previous architectural standards are exempt from this standard until such time when the mailbox(es) is replaced, or until January 1, 2022, whichever occurs first.)

2. Mailbox posts shall be made of pressure-treated wood and left to weather naturally or treated with a clear sealant. (Posts painted Martin Senour, #1071 George Davenport House Green in accordance with previous architectural standards are exempt from this standard until such time when the post(s) are replaced or until January 1, 2022, whichever occurs first.)
3. Approved cluster supplemental architectural standards may establish other mailbox and post designs and colors specific to the respective cluster.
4. Replacement mailboxes shall be placed in the same location as the mailbox(es) being replaced.
5. The mailbox front shall be placed even with the back of the curb (see Illustrations G.4.).
6. The mailbox shall not obstruct sidewalks or sight lines in accordance with postal regulations (see Illustrations G.4.).
7. Mailbox numbers shall be white, between 1 and 1-1/2 inches high and without background. Acceptable fonts include Helvetica, Arial and Universal.
  - a. Numbers **shall** be placed horizontally on the front of the mailbox.
  - b. **For single mailboxes and mailbox posts**, numbers **may** also be placed horizontally on the right side of the mailbox, or on both the front and the right side of the mailbox.
  - c. **For mailbox stands with two or more mailboxes**, numbers **shall** be placed horizontally on the front of each mailbox.
  - d. Numbers shall not be placed on mailbox posts or mailbox stands.
  - e. Replacement numbers are available for sale at the Conservancy office front desk.
8. Decorated mailboxes or covers for mailboxes are prohibited.

**C. NON-RESIDENTIAL STANDARDS**

1. Replacement mailboxes shall be placed in the same location as the mailbox(es) being replaced and will be of the same design, material, dimensions, and color.
2. Mailboxes shall not obstruct sidewalks or sight lines in accordance with postal regulations.
3. Applications for alternative mailbox styles (other than black rural style mailboxes) will be reviewed on a case-by-case basis. The review will focus on design (including materials, size and scope), impact and location.

**E.38. MAJOR MODIFICATIONS**

**A. REQUIREMENT**

1. An approved application is required for all major modifications.
2. **Major modifications include, but are not limited to, construction or removal of decks, driveways, garages, sunrooms, porches, rooms, fireplaces, sheds, or other additions or modifications that substantially alter the physical configuration of a dwelling or property.**
3. Application requirements include (as applicable):
  - a. Site plan (plat) depicting the proposed modification (drawn to scale) in relation to the applicant's dwelling and property lines and to adjacent properties.
  - b. Detailed drawings and plans showing front, side, plan and three-quarter elevations, including all exterior dimensions. If depicting an addition to a main dwelling, all elevations shall show the proposed addition in relationship to the existing dwelling.
  - c. Roofing material color, style, material and description (existing and proposed roofing).
  - d. Identification of the style and pitch of the roof.
  - e. Identification of the color of the existing dwelling's exterior materials and proposed addition's exterior materials. This shall be a manufacturer's color name or color number.
  - f. Location and color of existing and proposed gutters and downspouts.
  - g. Location, materials, style, dimensions and color of existing and proposed windows, shutters and doors.
  - h. Materials and color of existing and proposed trim.
  - i. Color, style and location of existing and proposed exterior lighting, including lighting required for exterior stairs.
  - j. Screening details. (See Standard E.50.).
  - k. Landscaping details.
  - l. Drainage details, including any grading or drainage system(s). (See Standard E.19.)

**B. RESIDENTIAL STANDARDS**

1. Design, color, style and texture of exterior materials of an addition to, or extension of, an existing dwelling shall match the corresponding exterior materials on the existing dwelling.

2. The design shall be consistent with the applicant's dwelling, and compatible with the lot size and surrounding properties.
3. Pitched roofs on major modifications shall match as closely as possible the slope of the roof on the existing dwelling.
4. The design shall anticipate and incorporate plans to minimize changes in grade that will adversely affect drainage. The design shall not adversely affect adjoining properties due to changes in grade, and shall not have an adverse drainage impact (erosion, standing water, etc.) on adjacent properties, including common areas and Cluster and Conservancy open space.
5. Windows, doors and other major modifications shall be located to balance the existing structure in scale, size, color and design.
6. With the exception of wooden decks and wooden porches, additions on the ground-level shall be placed on a base that is consistent in appearance with that of the existing structure.
7. Sunrooms, or three-season rooms, constructed of prefabricated aluminum/metal framing, will be considered on a case-by-case basis. Roofing shall match the existing structure roof materials. Metal roof color and structure framing shall be one consistent color that matches the dwelling siding color.
8. Porches shall be constructed of materials consistent with the materials and color scheme of the dwelling. Porch flooring may be concrete, natural wood or composite material resembling natural wood. Porch step treads shall be constructed of identical materials as the porch flooring/decking. Porch railing and cap rails shall be natural wood, composite materials resembling wood, or vinyl, and of a natural wood tone color or a color that matches the dwelling siding or trim color; balusters shall be natural wood, composite materials resembling natural wood, or vinyl and shall be a color matching the railing and cap rail color, or black aluminum.
9. The construction site shall be kept neat and orderly throughout the construction period.
10. Excess materials shall be removed immediately upon completion of the project. (Burke Centre's trash collection contract does not include the pickup of demolition materials.)

**C. NON-RESIDENTIAL STANDARDS**

1. Must comply with the residential standards listed above.
2. Review of the application will focus on design (including materials, size and scope), impact and location. Applications must comply with all applicable Commonwealth and County codes and permitting.
3. Exterior changes to multi-unit properties (e.g. malls, office buildings) must be consistent throughout the property

**E.39. PAINTING**

**A. REQUIREMENT**

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| <ol style="list-style-type: none"> <li>1. An application is not required for repainting or re-staining to match existing color(s) that were approved by the ARB (see also E.12. Decks and E.22. Fences).</li> <li>2. An approved application is required for any change to existing exterior colors.</li> <li>3. The application shall include a description of all existing exterior colors of the dwelling and a sample of paint or stain proposed.</li> <li>4. Uniform design multiple dwelling units shall maintain consistent color schemes for all exterior structural elements. (See also E.54. Siding, Fascia, Trim, Soffits, Gutters and Downspouts)</li> </ol> |
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**B. RESIDENTIAL STANDARDS**

Color changes must maintain consistency with the overall color scheme of the dwelling and shall comply with applicable standards, including cluster supplemental architectural standards.

**C. NON-RESIDENTIAL STANDARDS**

1. An application is not required for repainting or re-staining to match approved, existing colors (see also E.12 Decks and E.22 Fences).
2. An approved application is required for any change to existing exterior colors.
3. Application shall include a description of all existing exterior colors of the unit/property and a sample of paint or stain proposed. All units of a multi-unit property (e.g. mall, office buildings) shall be the same in style, type, size, material, and colors. The review will focus on design (including materials, size and scope), impact and location. Exterior changes to multi-unit properties (e.g. malls, office buildings) must be consistent throughout the property.

**E.40. PATIOS**

**A. REQUIREMENT**

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| <ol style="list-style-type: none"><li>1. An approved application is required for any new or replacement patio.</li><li>2. Application requirements include:<ol style="list-style-type: none"><li>a. Plat depicting the location of the proposed patio (drawn to scale) in relation to the applicant's dwelling, property lines and adjacent properties.</li><li>b. Description, including detailed drawings and plans as applicable, of the patio and all components, including exterior dimensions.</li><li>c. Description (type material, size/dimensions, color, etc.) of proposed patio materials</li><li>d. Color, style and location of any proposed lighting.</li><li>e. Drainage system/plan details, as applicable (see standard B.4. below and E.19.).</li></ol></li></ol> |
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**B. RESIDENTIAL STANDARDS**

1. Patios shall be located only in rear yards.
2. Patio material may be concrete, brick, wood, slate, fieldstone, stone or pavers. The use of permeable pavers, or similar material, properly installed on an aggregate base and a sand bed, is strongly encouraged.
3. Materials shall be earth-tone in color.
4. Patios shall not have an adverse drainage impact (erosion, standing water, etc.) on adjacent properties including common areas and Cluster or Conservancy open space.

**C. NON-RESIDENTIAL STANDARDS**

1. An approved application is required for any new or replacement patio. Review of the application will focus on design (including materials, size and scope), impact and location. Patios must comply with all applicable Commonwealth and County codes and permit requirements.

**E.41. PERGOLAS** (See Illustrations in G.1.)

**A. REQUIREMENT**

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| <ol style="list-style-type: none"><li>1. An approved application is required for all pergolas.</li><li>2. Applications must include a plat indicating the proposed location of the pergola; a complete description of the pergola, including material, dimensions and color; and a drawing (to scale), photograph or brochure of the proposed pergola</li></ol> |
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**B. RESIDENTIAL STANDARDS**

1. Pergolas shall be made from wood or composite material that resembles wood.
2. Color should be compatible with the color scheme of the dwelling or deck, as appropriate.
3. Pergolas shall be located only in the rear or side yard, or on a deck.
4. Freestanding pergolas shall not exceed 9 feet in height and 12 feet in length and width. Pergolas integral with a deck or patio shall not exceed 9 feet in height and the dimensions of the deck or patio.

**C. NON-RESIDENTIAL STANDARDS**

1. An application and approval are required for all pergolas.
2. Pergolas shall be made from wood or composite material that resembles wood.
3. Pergolas shall be located only in the rear or side of the property.
4. Freestanding pergolas shall not exceed 9 feet in height and 12 feet in length and width.

**E.42. PORCH (FRONT) SWINGS & BENCHES**

**A. REQUIREMENT**

- |  |
|--|
| <ol style="list-style-type: none"><li>1. An application is not required to replace a front porch swing or bench in the same location and of the same size, color and design provided the standards are met (see standards in B. and C. below).</li><li>2. An approved application is required for all other swings or benches.</li></ol> |
|--|

**B. RESIDENTIAL STANDARDS**

1. Swings and benches shall be made of wood, composite material resembling wood, or cast

- iron, and may have a metal frame.
- 2. Swings and benches may be left to weather naturally, be an earth tone color, or be painted a color that matches the dwelling trim or siding color, or is compatible with the brick façade color.
- 3. Metal frames shall be earth tone or black in color.

**C. NON-RESIDENTIAL STANDARDS**

- 1. An application is not required to replace a swing or bench in the same location with one of the same size, color and design.
- 2. An application and approval are required for installation of new swings or benches. Review of the application will focus on design (including materials, size and scope), impact and location. Applications must comply with all applicable Commonwealth and County codes and permitting.

**E.43. PORCHES** (See E.38. Major Modifications)

**E.44. RADON MITIGATION SYSTEMS (EXTERIOR)**

**A. REQUIREMENT**

An approved application is required for all exterior-mounted radon mitigation systems.

**B. RESIDENTIAL STANDARDS**

- 1. Systems shall be located on the side or rear of the dwelling.
- 2. Venting pipes may be PVC pipe or vinyl material resembling a downspout.
- 3. Systems mounted next to a downspout, or in a location where a downspout would normally be located, shall be the same color as the dwelling’s downspouts.
- 4. All other systems shall be the same color as the dwelling’s siding. (Certification and warning labels installed on the motor housing should not be painted over.)

**C. NON-RESIDENTIAL STANDARDS**

Must comply with the residential standards listed above.

**E.45. RAIN BARRELS**

**A. REQUIREMENT**

- 1. An approved application is required for all rain barrels.
- 2. Applications requirements include a plat depicting the proposed location of the rain barrel in relation to the applicant’s dwelling, property lines and adjacent properties.

**B. RESIDENTIAL STANDARDS**

- 1. Rain barrels may be located only in rear or side yards.
- 2. Rain barrels shall be cylindrical or semi-cylindrical in shape, with a covered top, unless also used as a planter.
- 3. Rain barrels shall be made of wood, plastic or fired clay (pottery).
- 4. Rain barrels shall be gray, brown, tan, sand, and/or black in color.
- 5. Rain barrel dimensions shall not exceed 60” in height and 36” in diameter.
- 6. Rain barrels shall not drain or empty water onto an adjacent property.

**C. NON-RESIDENTIAL STANDARDS**

Must comply with the residential standards listed above.

**E.46. RECREATION & PLAY EQUIPMENT**

**A. REQUIREMENT**

- 1. An application is not required to replace previously approved recreation and play equipment/structures in the same location and of same size, color and design provided the standards are met (see standards in B. and C. below).
- 2. An approved application is required for all non-portable recreation and play equipment/structures, to include, but not limited to playsets, playhouses, tree houses and basketball goals.
- 3. An application is not required for portable basketball goals and trampolines that meet the

standards (see standards in B. and C. below).

4. Application requirements include:
  - a. Plat depicting the location of the proposed recreation and play equipment in relation to the applicant's dwelling, property lines and adjacent properties.
  - b. Description, including detailed drawings and plans as applicable, of the recreation and play equipment and all its components, including exterior dimensions.
  - c. Description (type material, size/dimensions, color, etc.) of proposed equipment.

## **B. RESIDENTIAL STANDARDS**

1. Recreation and play equipment shall be in rear yards. Location in front yards is prohibited, except for basketball goals.
2. Play equipment designed of materials that are painted, stained or left to weather, shall be properly maintained. Metal play equipment shall be maintained in a rust-free condition.
3. Basketball goals shall comply with the following:
  - a. Backboards may be mounted to the roof or wall of a dwelling or garage, and the mounting parts shall be painted the same color as the surface to which they are attached.
  - b. Backboards mounted on structures may be left white, or a neutral color, or painted to match the background surface.
  - c. Freestanding goals may be placed in the front yard, when adjacent to the property driveway.
  - d. All goals are subject to Fairfax County Residential Setback Requirements; 1) goals located in a front yard shall be located no closer than 15 feet to the front lot line or 12 feet to a side lot line, 2) goals located in a side or rear yard shall be located no closer than 12 feet to a side lot line and no closer than a distance equal to its height to the rear lot line.
  - e. Portable basketball goals shall be weighted internally (sand or water) in accordance with manufacturer's instructions.
  - f. Privately owned basketball goals are prohibited from being located on Conservancy open space or on streets.
4. Playhouses may be placed in the rear yard or in trees in the rear yard. Playhouses placed in trees (tree houses) shall have adequate safety features to prevent injury to occupants. ARB approval of tree houses is based strictly on architectural considerations. **Design safety of the tree house is the responsibility of the property owner.**
5. Playhouse and play set size shall be proportionate to the size of the dwelling on the property and the size of the rear yard.
6. Structural components of permanent playhouses or play sets shall be earth tone in color or be compatible with the color scheme on the dwelling. Accessories, such as swings and slides, may be yellow or green.
7. Tree house colors shall be earth tone so as to blend with the surrounding terrain and vegetation.
8. Tree house size shall be no greater than 20% of the width of the tree canopy at the widest point.
9. Trampolines shall be located in the rear yard only, no larger than 15' in diameter and be black, grey or blue in color.

## **C. NON-RESIDENTIAL STANDARDS**

1. An approved application is required for all permanently installed recreation and play equipment/structures, to include, but not limited to playsets, playhouses, trampolines, tree houses and basketball goals, and portable basketball goals. Generally, the residential standards apply. Applications will be reviewed on a case-by-case basis. Review of the application will focus on design (including materials, size and scope), impact and location. Applications must comply with all applicable Commonwealth and Fairfax County codes and permit requirements.
2. Recreation and play equipment shall be placed in rear of the structure unless prohibited by lot configuration.
3. Backboards mounted on structures may be left white, or a neutral color, or painted to match the background surface.
4. Playhouses may be placed in the rear of the structure unless prohibited by lot configuration. Playhouses placed in trees (tree houses) shall have adequate safety features to prevent injury to occupants. ARB approval of tree houses is solely based on architectural considerations. Safety of the tree house is the sole responsibility of the property owner.
5. Playhouse size shall be proportionate to the size of the structure on the property and the size of the lot.

6. Permanent playhouses or play sets shall be earth tone in color or be compatible with the color scheme on the building.
7. Tree house colors shall be earth tone so as to blend with surrounding terrain and vegetation.
8. Tree house size shall be no greater than 20% of the width of the tree canopy at the widest point.

**E.47. ROCK GARDENS, LANDSCAPING WALLS & RETAINING WALLS**

**A. REQUIREMENT**

1. An approved application is required for any rock garden, landscaping wall, or retaining wall. Timbers that exceed than 12 inches in height above ground level are considered a wall.
2. Application requirements include:
  - a. Site plan (plat) depicting the proposed location of the garden or wall (drawn to scale) in relation to the applicant's dwelling, other structures, property lines and adjacent properties.
  - b. Drawings / plans showing design, dimensions, etc. of all rock garden or retaining wall elements.
  - c. Description of material(s), including color, and material(s) samples, pictures or brochures.
  - d. Color, style and location of any proposed lighting.

**B. RESIDENTIAL STANDARDS**

1. Bright-colored materials, gray gravel and white marble, rocks, chips or stones are prohibited.
2. Rock gardens shall be natural rock or stone (or manmade material indistinguishable from natural rock or stone).
3. Landscaping walls and/or retaining walls shall be constructed of natural rock, stone or brick (or manmade materials or stamped concrete that resembles natural materials), natural wood timbers or earth tone brick pavers.
4. Retaining walls more than three feet in height require a Fairfax County permit.
5. Rock gardens or walls shall not adversely change the grade, or adversely affect drainage on the property or adjacent properties.

**C. NON-RESIDENTIAL STANDARDS**

Must comply with the residential standards.

**E.48. ROOFING (See Illustrations G.6.)**

**A. REQUIREMENT**

1. An application is not required to replace the entire roofing material of a dwelling with the same color and style, or for a repair that exactly matches the existing roofing color and style, provided the standards are met (see standards in B. and C. below).
2. An approved application is required for all roofing replacements when the color or style is being changed, or for roofing material replacement on an individual unit of a multi dwelling unit with adjoining rooflines.
3. An approved application is required for the installation of new solar shingles (see E.57.).
4. Individual applications for duplexes, with adjoining rooflines, quadruplexes, uniform townhomes, and condominiums, with adjoining rooflines, must include a signed agreement from each of the other dwelling unit owners that, upon approval by the ARB, the proposed modification(s) establishes the roofing style, color, and dimension for future modification(s), repair or replacement of roofing on their dwelling unit.
5. An application is not required to replace a ridge vent in the same location and of the same size, color and design provided that it meets the standards (see standards in B. and C. below).
6. An approved application is required for the installation of new ridge vents or roof vent fans.

**B. RESIDENTIAL STANDARDS**

1. Roof shingles color shall generally be in the gray, black or brown color spectrum, and compatible with the color scheme of the structure for which is it proposed. Other colors compatible with the color scheme of the dwelling/structure may be considered on a case-by-case basis.
2. Roof shingles shall be traditional (three-tab) asphalt shingles or dimensional (architectural)

asphalt shingles or solar shingles, unless otherwise stated below. See E.57. Solar Panels and Solar Shingles.

3. Single Family Homes  
An exception for cedar shake shingles, or shingles made of composite material that resemble cedar shake shingles, will be considered for single family homes with builder-installed, original cedar shake shingles.
4. Duplex
  - a. Roof shingles shall be identical in color and style for both dwelling units when they have adjoining rooflines. Roof shingles shall be compatible in color and style for both dwelling units when they do not have adjoining rooflines.
5. Townhome and Condominium (Uniform) (See F. Glossary of Terms)
  - a. Roofing, color, design and profile will be identical for all units within the townhome/condominium row/structure.
  - b. Architectural (dimensional) shingles are prohibited.
  - c. When exact replacement of existing roofing to include color, profile, style, and dimension is not available, consideration may be given on a case-by-case basis to roofing materials that are as near a match to the existing as possible.
6. Townhome and Condominium (Non-Uniform) (See F. Glossary of Terms)
  - a. For Non-Uniform Townhomes and/ or Condominiums, whose rooflines are contiguous, roofing material will be identical for all units within the townhome/condominium row/structure.
  - b. When exact replacement of existing roofing material to include color, profile, style, dimension and material is not available, consideration may be given on a case-by-case basis to roofing materials that are as near a match to the existing as possible...
7. Quadruplex.
  - a. Roofing color, design and profile shall be identical for the entire structure.
  - b. Architectural (dimensional asphalt shingles and/or a change in color may be considered on a case-by-case basis if in compliance with an approved Cluster Supplemental Standard.
  - c. When the original or existing roofing color, profile, style dimension or material is not available, consideration may be given on a case-by-case basis to roofing materials that are as near a match to the existing as possible.
8. Ridge vents shall be covered with a plastic or metal housing which matches the color of the roof shingles or covered with shingles that exactly match the roof shingles.
9. Roof vent fans shall not be visible from the nearest street or parking lot and the color shall be compatible with the color of the roof shingles.
10. Roof stack (bathroom, utility room, interior radon mitigation system, etc.) vents shall be white, black or brown in color and compatible with the color of the roof shingles. Stack vent collars may be metal and silver in color.

**C. NON-RESIDENTIAL STANDARDS**

1. An application is not required to replace the entire roof of a property, either a single unit or a multi-unit, with the same color and design roofing material, or for a repair that exactly matches the existing color and design.
2. An approved application is required for all roof replacements when the color or design of the roofing material is being changed or is a partial replacement, one section only of a multi-unit property. Applications will be reviewed on a case-by-case basis. Review of the application will focus on design (including materials, size and scope). Applications must comply with all applicable Commonwealth and County codes and permitting.
3. Exterior changes to multi-unit properties (e.g. malls, office buildings) must be consistent throughout the property
4. An application is not required to replace/repair an existing ridge vent or roof vent fan in the same location with one of similar size, color and design.
5. An approved application is required for the installation of any new ridge vent or roof vent fan.
6. All items shall be installed in a professional manner and comply with applicable Fairfax County code and permit requirements.

**E.49. SCREENED PORCHES (See E.38. Major Modifications)**

**E.50. SCREENING (See also E.1. Air Conditioners, Heat Pumps & Power Generators, E.12. Decks, E.27. Fuel Tanks (Exterior), E.38. Major Modifications, E.45. Rain Barrels, E.52. Sheds, E.58. Spas & Hot Tubs, E.60. Storage Boxes, E.68. Prohibited Items)**

**Screening is typically required for mechanical equipment, structures or items that are not part of the primary dwelling. The purpose of screening is to mitigate the visual impact of the installed item from an adjoining property and/or street-view perspective. Properly installed and adequate screening serves to render an item inconspicuous - not readily discernible or not readily perceived by sight.**

**A. REQUIREMENT**

- |    |   |
|----|---|
| 1. | An application is not required for replacement of screening in the same location and of the same size, color and design.  |
| 2. | An application is not required for screening around heat pumps, air conditioner units or power generators installed in a side yard, and where screening material is vegetation or framed lattice that meets the respective screening standards. (See E.1.B.2. and B below). |
| 3. | An approved application is required for all other screening.  |
| 4. | Applications will include a plat depicting the proposed location of the screening in relation to the applicant's dwelling, property lines and adjacent properties.  |

**B. RESIDENTIAL STANDARDS**

1. Screening material may be:
  - a. Natural evergreen vegetation (vegetation used for screening shall be replaced in the event of vegetation die off).
  - b. Diagonally crossed lattice.
    - i. Lattice shall be pressure treated wood, composite, or vinyl.
    - ii. Lattice shall be framed and mounted on 2" by 2" support posts.
    - iii. Lattice that is adjacent to the dwelling shall match the color of the dwelling's siding or trim color. Lattice not adjacent to the dwelling shall be a color compatible with the immediate surroundings.
  - c. Trees or shrubs are acceptable screening as long as the trees or shrubs adequately screen the item.
  - d. In some situations, fencing on fenced lots is acceptable screening (see applicable standard).
2. Screening not along or near a lot line, around mechanical equipment, rain barrels, compost containers and small storage containers shall be evergreen vegetation or framed lattice.
3. Screening placed along or near lot lines constitutes fencing and requires a fence application (see E.22.).
4. See M.3. Townhome for trash container screening requirements.

**C. NON-RESIDENTIAL STANDARDS**

Must comply with the residential standards.

**E.51. SECURITY DEVICES, CAMERAS & ALARMS**

**A. REQUIREMENT**

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|----|--|
| 1. | An application is not required for security doorbells that meet the standards (see B.4. and B.5 below).  |
| 2. | An approved application is required for all other exterior security devices, cameras and alarms.   |
| 3. | Applications will include a plat depicting the proposed location of the security cameras, devices, alarms on, or in relation to, the applicant's dwelling. |

**B. RESIDENTIAL STANDARDS**

1. Alarm warning signs shall be placed only by entry doors, and within three feet of the dwelling walls. No more than one sign per entry door is permitted.
2. Security cameras and related accessories may be metal or plastic, and shall be mounted in a location the property owner determines best maximizes its effectiveness.
3. The color of the device shall be store-bought black, white, gray, or beige, and shall be compatible with the dwelling's color scheme.
4. Security doorbells shall be mounted flush and on, or adjacent to, the entry door/entry door trim, and shall be black, white, gray, or a color matching the color of the surface upon which it is mounted.
5. All external wiring and cabling shall be inconspicuous, routed along the natural edge lines of the dwelling (e.g., roof peaks, roof edges, side wall corners, overhang joints, soffit lines) and

fastened to the structure at points not more than ten feet apart.

**C. NON-RESIDENTIAL STANDARDS**

Must comply with the residential standards.

**E.52. SHEDS** (See E.38. Major Modifications)

Shed design, location, size, materials and color are key considerations, and all are directly related to a shed's location. As the distance between the dwelling and the shed changes, so does the visual and physical impact of the shed on the lot, adjacent lots, the cluster and the neighborhood.

**A. REQUIREMENT**

- |    |  |
|----|--|
| 1. | An approved application is required for all sheds (new or replacement). Any necessary tree removal shall be described in the application (see E.62. Tree Removal.)   |
| 2. | Application shall include: <ol style="list-style-type: none"><li>Plat depicting the proposed shed's location, drawn to scale, in relation to the applicant's dwelling, other structures on the lot and property lines.</li><li>Description of proposed materials including shed exterior material(s) and color, shed roofing material and color, shed base or platform (as applicable) material and color, and (as applicable) gutter and downspout material, color and location.</li><li>Style, color and location of any proposed exterior lighting.</li></ol> |

**B. RESIDENTIAL STANDARDS**

***Refer to applicable Cluster Supplemental Standards.***

- Sheds may be used for the storage of resident's property, but shall not be used for the storage of motor vehicles or boats.
- Sheds shall be located in the rear yard, or in the side yard adjacent (within three (3) feet) to the dwelling and behind the midpoint of the side elevation of the house foundation.
  - Sheds located in the rear yard shall have a footprint no greater than one hundred and fifty (150) square feet.
  - Sheds located in the side yard shall be adjacent (within 3 feet) to the dwelling, shall have a footprint no greater than twenty (20) square feet.
  - The peak of the sheds roof shall not exceed ten (10) feet.
- Sheds shall be constructed of wood, composite material that resembles wood, vinyl, resin, or T1-11. Plywood sheathing (e.g. CD or CD-X grade) as the exterior surface of a shed is prohibited.
- Roll roofing or corrugated fiberglass or plastic panels shall not be used as shed roofing material unless the shed is integrated under a deck structure and the roll roofing, corrugated fiberglass, or plastic panels are installed so as to be screened from view.
- Shed Attached to or Proximate to the Dwelling** (within 3 feet)
  - Shed material shall be consistent with the dwelling's exterior material, or be resin.
  - Shed color shall be consistent with the dwelling's color scheme. Consideration will be given to pre-fabricated resin sheds whose color is compatible with the dwelling's color scheme.
  - Shed roofing material shall match the dwelling's roofing in material, design and color, or resin in a color that is consistent with the color of the dwelling's roof.
  - Shed's peak height shall not exceed 8.5 feet.
  - Adequate screening shall be provided. Sheds located on fenced lots need not be additionally screened if fencing provides adequate screening (see E.50.).
- Shed Integral With or Attached to a Fence**
  - Shed material, design and color shall be consistent with the fence's material, design and color.
  - Shed roofing material shall match the dwelling's roofing in material, design, style and color.
  - The peak of the shed roof shall be no higher than 16 inches above the fence.
- Free-Standing Shed**
  - Shed exterior material shall be wood, composite material that resembles wood, siding, or resin. Siding used as the exterior material shall be consistent with the dwelling's siding in material, design, style and color. Wood, wood composite, or resin used as the exterior material shall be compatible in color with the dwelling's color scheme.
  - Shed roofing material shall match the dwelling's roof in material, design and color, or wood or resin in a color that is consistent with the color of the dwelling's roof shingles.
  - For sheds adjacent (within 3 feet) to a fence, the peak of the shed roof shall be no higher

than 16 inches above the fence.

d. Sheds that exceed 8.5 feet in height shall be no closer to the rear and side lot lines than a distance equal to the shed's height.

e. Screening may be required on lots without fences or natural vegetation (see E.50.).

8. **Shed Integral with Deck**

a. Shed design and finish materials shall be consistent with the deck materials, or the dwelling's exterior materials (material, design/style, color, etc.). A shed design consistent with the dwelling's exterior materials will be considered a major modification. (See E.38.).

b. Shed roofing material shall match the dwelling's roofing in material, design, style and color. Roll roofing material whose color is consistent with the color of the dwelling roof shingles, or clear or brown corrugated roofing may be used if the roof is covered by the deck and installed so as to be screened from view.

**C. NON-RESIDENTIAL STANDARDS**

1. An approved application is required for all new or replacement sheds. Any necessary tree removal shall be described in the application according to the requirements of standards for tree removal. Generally, the residential standards and restrictions of use will be applied to applications. Applications will be reviewed on a case-by-case basis. Review of the application will focus on design (including materials, size and scope) impact and location. Applications must comply with all applicable Commonwealth and County codes and permit requirements.

2. Sheds shall not be used for cold storage or food storage.

**E.53. SHUTTERS** (See Illustrations G.5.)

**A. REQUIREMENT**

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|----|---|
| 1. | An approved application is not required for replacement of shutters in the same location, and of the same size, color and design provided the standards are met (see standards in B. and C. below). Louvered or 50/50 raised panel shutters are considered of same/similar design, unless the dwelling is a duplex, quadruplex, or uniform design townhomes or condominiums, where all shutters must match in style, color and design along the front façade of adjoining residences. |
| 2. | An approved application is required for all changes to the color and size of shutters, to permanently remove existing shutters or to install shutters on a dwelling that has no shutters.   |

**B. RESIDENTIAL STANDARDS**

1. All shutters on a dwelling shall be identical in style, design and color.
2. Shutters shall be plastic, wood or composite material.
3. Shutters shall be painted or stained, and NOT be allowed to weather naturally. Shutter color shall be compatible with the dwelling color scheme.
4. Phased installation of shutters is prohibited.
5. Shutters shall not be placed adjacent to garage doors unless done so as original construction.
6. Shutters will be of the same height as the adjacent window or doorframe.

**C. NON-RESIDENTIAL STANDARDS**

1. Applications for new shutters or changes to existing shutters must comply with the residential standards.
2. Exterior changes to multi-unit properties (e.g. malls, office buildings) shall be consistent throughout the property.

**E.54. SIDING, FASCIA, TRIM, SOFFITS, GUTTERS & DOWNSPOUTS** (See Illustrations G.5.)

**A. REQUIREMENT**

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|----|---|
| 1. | An application is not required to replace siding, fascia, trim, soffits, gutters or downspouts when the replacement is of the same color, design, style and dimensions, and provided the standards are met (see standards in B. below).   |
| 2. | An approved application is required for any changes to the color of the fascia, trim, soffits, gutters, downspouts, or siding, or changes in siding style, design, profile or dimensions.   |
| 3. | In cases where the initial half of a duplex, the initial quarter of a quadruplex or the initial townhome of a uniform design townhome row establishes a precedent in color, profile, style, size, dimension or material, that precedent shall be followed by all remaining owners of that |

- dwelling or row.
4. **Individual dwelling unit applications for duplexes, quadruplexes and uniform design townhomes and condominiums must include, as part of the application, a signed agreement from each of the other dwelling unit owners that, upon approval by the ARB, the proposed modification(s) establishes the style, color, texture, or dimension, as appropriate, for future modification(s), repair or replacement of the respective item(s) for their dwelling unit. In the event all affected dwelling unit owners cannot agree, the ARB will consider the application and adjudicate it as appropriate.**
  5. Application requirements include material and color samples, including manufacturer name and color code for all exterior elements (foundation, siding, trim, gutters, fascia, downspouts, and windows).
  6. Siding replacement applications must include a physical sample of the siding in the requested style, profile, material, and size by the requested manufacturer, while a color sample may be provided separately.

**B. RESIDENTIAL STANDARDS**

1. Fascia and trim (see F. Glossary of Terms) material shall be wood or composite material resembling wood, and may be wrapped with vinyl or aluminum.
2. Fascia and trim (see F. Glossary of Terms) material color shall be a color that is compatible with the color scheme of the dwelling, and shall be consistent (matching) throughout the structure (single family home, duplex [includes both dwellings], townhome, condominium, quadruplex [includes all four dwellings], dwelling units in a uniform townhome row, or in a townhome row in which the dwelling units have matching fascia and/or trim, all dwelling units in a uniform condominium structure).
3. Soffit material shall be vinyl, wood or composite material resembling wood, which may be wrapped with vinyl or aluminum.
4. Soffit color shall be a color that is consistent (matching) with the color of the dwelling's trim color, and shall be consistent throughout the structure (single family home, duplex [includes both dwellings], townhome, condominium, quadruplex [includes all four dwellings], all dwelling units in a uniform townhome row, or in a townhome row in which the dwelling units have matching soffits, all dwelling units in a uniform condominium structure).
5. Gutter and downspout material shall be aluminum or vinyl, and shall be a color that is compatible with the color scheme of the structure.
6. Gutter and downspout material and color shall be consistent (matching) throughout the structure (single family home, duplex [includes both dwellings], townhome, condominium, quadruplex [includes all four dwellings], all dwelling units in a uniform townhome row, and in a townhome row in which the dwellings have matching gutters and downspouts, all dwelling units in a uniform condominium structure).
7. Siding material shall be aluminum, vinyl, wood, hardiplank or composite material resembling wood, and shall be consistent (matching) in material, color, design, style, profile and dimensions throughout the structure (single family home, duplex [includes both dwellings], townhome, condominium, quadruplex [includes all four dwellings], all dwelling units in a uniform design townhome row or in a townhome row in which the dwelling units have matching siding, all dwelling units in a uniform design condominium structure).
8. Repair or partial replacement (due to damage) of siding shall exactly match existing siding in terms of material, color, design, profile, style, and dimensions with no visual differentiation between new and existing siding.
9. Siding shall be replaced all at one time with the exception of townhomes having only two exterior sides. In those cases, siding on the front exterior and the back exterior may be replaced at different times provided the standards in B.7., above, are met.
10. Single Family Home (detached).
  - a. Existing clapboard may be replaced with clapboard having an individual board width between 3-3/4 inches and 7 inches.
  - b. Existing clapboard may be replaced with dutchlap having an individual board width between 3-3/4 inches and 5 inches and a lap width no greater than 2 inches.
  - c. Existing bead board may be replaced with either 6 - 6 1/2-inch, or 8-inch bead board, with a bead width of no more than 1 inch.
  - d. Existing dutchlap may be replaced with either clapboard having an individual board width between 3-3/4 inches and 7 inches or dutchlap having an individual board width between 3-3/4 inches and 5 inches and a lap width no greater than 2 inches.
  - e. Other siding replacements may be considered on a case-by-case basis.
11. Duplex.

*The following apply when both dwelling unit owners in a duplex are submitting applications for siding replacement jointly, with consistent (matching) material, color, size, style, design, profile and dimensions to be installed simultaneously.*

- a. Existing clapboard may be replaced with clapboard having an individual board width between 3-3/4 inches and 7 inches.
  - b. Existing clapboard may be replaced with dutchlap having an individual board width between 3-3/4 inches and 5 inches and a lap width no greater than 2 inches.
  - c. Existing bead board may be replaced with either 6 - 6-1/2-inch or 8-inch bead board, with a bead width of no more than 1 inch.
  - d. Existing dutchlap may be replaced with either clapboard having an individual board width between 3-3/4 inches and 7 inches, or dutchlap having an individual board width between 3-3/4 inches and 5 inches and a lap width no greater than 2 inches.
12. One Dwelling Unit of a Duplex  
*The following apply when one dwelling unit owner in a duplex is submitting an application for siding replacement.*
- a. An exact replacement of the existing siding to include color, profile, style, design and dimensions is required unless one or more of those elements is not available, at which time consideration will be given on a case-by-case basis to replacement siding that is as near a match to the existing siding as possible.
  - b. In cases where one dwelling in a duplex has previously replaced siding and the adjacent dwelling is requesting siding replacement, the proposed replacement siding shall match the previously replaced siding on the adjacent dwelling in color, profile, style, design and dimensions.
  - c. Dutchlap shall not be substituted for any other siding.
13. Townhome and Condominium (Uniform ) (see F. Glossary of Terms) and all Dwelling Units in a Townhome Row in Which the Dwelling Units have Matching Siding.
- a. Siding panels with an individual board width of 4 or 4-1/2 inches is an appropriate replacement for existing siding with an individual board width of 3-3/4 inches.
  - b. Dutchlap, clapboard and beaded siding are not replacement equivalents.
  - c. Dutchlap and beaded siding shall not be substituted for any other siding.
14. Townhome and Condominium (Non-Uniform). (see F. Glossary of Terms)
- a. Existing clapboard may be replaced with clapboard having an individual board width between 3-3/4 inches and 7 inches.
  - b. Existing clapboard may be replaced with dutchlap having an individual board width between 3-3/4 inches and 5 inches and a lap width no greater than 2 inches.
  - c. Existing bead board may be replaced with either 6-6 1/2 -inch or 8-inch bead board, with a bead width of no more than 1 inch.
  - d. Existing dutchlap may be replaced with either clapboard having an individual board width between 3-3/4 inches and 7 inches or dutchlap having an individual board width between 3-3/4 inches and 5 inches and a lap width no greater than 2 inches.
15. Quadruplex.
- a. Replacement siding must match existing siding to include material, color, profile, size, style and dimensions. When the existing siding color, profile, size, style dimension or material is not available, consideration will be given on a case-by-case basis to proposed siding that is as near a match to the existing siding as possible.
  - b. In cases where one or more of the dwelling units in the quadruplex have replaced siding, and the adjacent dwelling(s) is requesting siding replacement, the proposed replacement siding shall match the previously replaced siding on the adjacent dwelling(s) in material, color, profile, style, design and dimensions.
  - c. Dutchlap, clapboard and beaded siding are not replacement equivalents.
  - d. Dutchlap shall not be substituted for any other siding.

**C. NON-RESIDENTIAL STANDARDS**

1. An application is not required to replace siding, fascia, trim or gutters when the replacement is of the exact same color and design.
2. An application and approval are required if there is to be a change in the color or material of the fascia, trim, soffits, gutters, downspouts, or the siding material, color, style, design, profile or dimensions. Applications will be reviewed on a case-by-case basis and will focus on design (including materials, size and scope) and location and impact. Applications must comply with all applicable Commonwealth and County codes and permit requirements.
3. Exterior changes to multi-unit properties (e.g. malls, office buildings) must be consistent throughout the property.

## E.55. **SIGNS**

### A. **REQUIREMENT**

1. An approved application is required for all permanent signs.
2. An application is not required for a temporary sign that complies with the standards (see standards in B. and C. below).

### B. **RESIDENTIAL STANDARDS**

1. ***A permanent sign is a sign having a function with no fixed end time.*** The only permanent residential signs that may be approved are security system signs, Private Street – No Parking signs, No Trespassing signs and Fairfax County or Conservancy installed pet control signs.
2. A temporary sign is a sign having a function with a fixed end time. Temporary signs include, but are not limited to: cluster notices, open house, rentals, yard sales, etc.
3. Commercial advertising signs (e.g., contractor signs, vendor signs) are prohibited.
4. Signs shall not exceed two (2) square feet (permanent sign), or eight (8) square feet (temporary sign), in area, nor exceed six (6) feet in height above grade.
5. Signs shall be made from materials suitable for the purpose intended, and of colors that are compatible with natural surroundings.
6. Signs shall be self-supporting and not attached to structures, lampposts, trees, mailbox posts, fences, state traffic or utility poles or Conservancy sign posts.
7. Temporary signs, other than real estate and political campaign signs, may be displayed for no more than fourteen (14) days, and shall be removed upon termination of the purpose (e.g., after the yard sale, etc.).
8. Political campaign signs may be displayed (a) 30 days before a primary election, general election or vote on a proposition and up to (b) seven days after a primary election, general election, or vote on a proposition (in accordance with Virginia state law).
9. Real estate signs shall meet Fairfax County code provisions regarding size, content and removal.
10. Real estate signs shall be removed when the property is sold.

### C. **NON-RESIDENTIAL STANDARDS**

1. Signs must comply with the residential standards and with all Commonwealth and County ordinances and codes, and permit requirements.
2. Permanent non-residential signs include, but are not limited to, parking control, Conservancy facility usage, and jurisdiction required signage.
3. Non-residential signage shall be under the control of the Conservancy.
4. Freestanding signage along Burke Centre Parkway shall have a brick/ or rock design with earth-tone colors.
5. Freestanding signage may include an electronic display, not to exceed 50% of the sign's permitted area. Electronic displays will not flash, change colors, or scroll. Copy change frequency shall not exceed once every 8 seconds. The sign face background shall not be white, off-white or yellow. Electronic display boards must include a photovoltaic cell that automatically dims the display at sunset to a nighttime brightness level of 40-100 nits.
6. Commercial signage will be internally illuminated.
7. Commercial signage should only be illuminated during hours of darkness when the business is open. Within multi-unit lots (e.g. malls, office buildings), all signage should be darkened when the last business closes.
8. Cluster or neighborhood signs may be illuminated during darkness for directional purposes.
9. Commercial signage within multi-unit lots (e.g. malls, office buildings) shall be uniform in size, location design and color. Consideration will be given to different sign design and color that is based on corporate brand design, but the overall visual appearance shall be compatible with structure color scheme; logos may occupy no more than 25% of the area of the signage.
10. Commercial signs shall not overhang their background. In general, the signage in front of an establishment should occupy no more than 60% of the height and 60% of the width (i.e. 36% of square footage this includes logo/branding) where the sign is to be hung e.g., area where the sign can be hung is 10 ft. x 20 ft. (200 Sq. Ft.) therefore the max size of the sign is 6 ft. x 12 ft. (72 Sq. Ft or 36%).
11. Commercial signage that consists of flexible material mounted on or tied to wood posts is prohibited.

## **E.56. SKYLIGHTS**

### **A. REQUIREMENT**

1. An application is not required to replace skylights of the same size, color and design, in the same location, provided the standards are met (see standards in B. and C. below).
2. An approved application is required to install new skylights and any changes to previously approved skylights.
3. Application requirements include:
  - a. Detailed drawings and plans, to scale, showing appropriate elevations, proposed location of skylight(s).
  - b. Skylight material(s), color(s) and exterior dimensions.
  - c. Color of existing roofing material

### **B. RESIDENTIAL STANDARDS**

1. Exposed flashing or trim shall match the roof color.
2. Skylight panes may be clear, opaque, or tinted bronze or smoke gray.
3. Corrugated fiberglass panels are prohibited.
4. Skylights shall be located on side or rear roofs. An exception for front roof skylights will be considered on a case-by-case basis for dwellings where the architectural design provides limited/insufficient natural light in the dwelling's front entrance area.
5. Tubular style skylights require an approved application, and may only be located on side or on rear roofs.

### **C. NON-RESIDENTIAL STANDARDS**

Must comply with the residential standards.

## **E.57. SOLAR PANELS & SOLAR SHINGLES**

### **A. REQUIREMENT**

1. An approved application is required for new solar panels or solar shingles, or replacement of existing solar panels or solar shingles. Design, size and location are of paramount importance in the consideration of an application for solar panels or solar shingles.
2. Application requirements include:
  - a. Detailed drawings and plans, to scale, showing front and side elevations, proposed location of solar panels/shingles on the dwelling roof, and exterior dimensions of the roof and all solar panel equipment/ or solar shingles to be installed.
  - b. Solar panel or solar shingle material(s), color(s) and description(s).
  - c. Color of existing roofing material.

### **B. RESIDENTIAL STANDARDS**

1. Solar panels shall only be located on the dwelling's roof; ground mounted solar panels, or any other mounting configurations, are prohibited.
2. Solar panels shall be low profile and mounted parallel and flush to the roof's surface.
3. Solar panels should be located on that part of the dwelling's roof least visible from the nearest street or parking lot, as applicable, unless this precludes adequate sunlight reception.
4. All external wiring and cabling shall be inconspicuous, routed along the natural edge lines of the dwelling (e.g., roof peaks, roof edges, side wall corners, overhang joints, soffit lines) and fastened to the structure at points no more than ten feet apart.
5. Solar shingles shall meet the applicable standards for the type dwelling as described in E.48. Roofing. Solar shingle color must be consistent with color of the dwelling's roof shingles, and solar shingles must be installed so as to blend in with the traditional (three-tab) roof shingles.
6. Installation of solar panels or solar shingles is not a valid basis for tree removal, tree topping, or significant (more than 25%) tree trimming.
7. Solar panels that are no longer in service shall be removed.

### **C. NON-RESIDENTIAL STANDARDS**

Must comply with the residential standards.

**E.58. SPAS & HOT TUBS**

**A. REQUIREMENT**

1. An application is not required to replace ARB approved spas and hot tubs in the same location and of the same size, color and design provided the standards are met (see standards in B. and C. below).
2. An approved application is required for all new spas or hot tubs except a spa that is integral to a swimming pool. A spa integral to a swimming pool shall be included in the swimming pool application.
3. Application requirements include a plat depicting:
  - a. The proposed location of the spa or hot tub in relation to the applicant's dwelling, property lines and adjacent properties.
  - b. Screening
4. Compliance with County, State and U.S. code and permit requirements for pools and spas.

**B. RESIDENTIAL STANDARDS**

1. Spas and hot tubs shall be located only in rear yards or on decks located in rear yards.
2. Spa and hot tub size shall be compatible with the size of the dwelling and the back yard or deck.
3. Spas and hot tubs shall be screened from street view and from view from adjacent lots (see E.50.). Screening is also required for mechanical units that are not self-contained.
4. Any proposed fences for spas or hot tubs shall be described in the application according to the requirements and standards for Fences (E.22.).
5. Any tree removal necessary to install a spa or hot tub shall be described in the application according to the requirements and standards for Tree Removal (E.62.).

**C. NON-RESIDENTIAL STANDARDS**

Exterior non-residential spas and hot tubs are prohibited.

**E.59. STOOPS**

**A. REQUIREMENT**

1. An approved application is required for all new or replacement stoops.
2. Application requirements include:
  - a. Plat showing the location of the proposed stoop (drawn to scale) relative to the applicant's dwelling.
  - b. Drawing/plan showing front and side elevations, including any steps, and all exterior dimensions.
  - c. Stoop and step(s) material(s) description, including color(s) and dimensions (as appropriate), and samples (as appropriate).

**B. RESIDENTIAL STANDARDS**

1. Stoops and steps shall be constructed of materials consistent with, or compatible with, the material(s) and color(s) of adjacent walkways or pathways. Stoop material may be concrete, flagstone, slate, brick or stone.
2. Stoops may include handrails (see E.31.).

**C. NON-RESIDENTIAL STANDARDS**

1. Must comply with residential standards.

**E.60. STORAGE BOXES**

**A. REQUIREMENT**

An approved application is required for all new, or replacement, storage boxes, (see standards in B. and C. below).

**B. RESIDENTIAL STANDARDS**

1. Storage boxes shall not be used in lieu of trash containers and shall not be used for the storage of hazardous or flammable materials.
2. A storage box shall be no taller than four (4) feet, no wider than five (5) feet and no deeper than three (3) feet, and constructed of wood, vinyl or resin. Plywood sheathing (e.g. CD or

- CD-X grade) as the exterior surface of a storage box is prohibited.
- 3. Storage boxes shall be compatible in color with the house, fence, or deck, whichever is applicable for the storage box location.
- 4. Storage boxes may be located in the rear yard, on a deck located in the rear yard, or in the side yard if within three (3) feet of the dwelling and behind the mid-point of the dwelling foundation.
- 5. Storage boxes located in rear or side yards shall be adequately screened (see E.50.).

**C. NON-RESIDENTIAL STANDARDS**

- 1. Must comply with residential standards.
- 2. Storage boxes shall not be used in lieu of trash containers and shall not be used for the storage of hazardous/flammable materials.
- 3. Cold storage facilities shall only be located in the rear of the facility, be adequately screened and shall meet all applicable Commonwealth and County code and permit requirements.

**E.61. SWIMMING POOLS**

**A. REQUIREMENT**

- 1. An approved application is required for all permanent swimming pools.
- 2. Application requirements include a plat depicting the proposed location of the swimming pool in relation to the applicant's dwelling, property lines and adjacent properties.
- 3. An application is not required for a temporary pool that complies with the standards (see standards in B. and C. below).
- 4. A spa or hot tub that is integral to a swimming pool shall be included in the swimming pool application.

**B. RESIDENTIAL STANDARDS**

- 1. Swimming pools shall be located only in the rear yard.
- 2. Permanent swimming pools:
  - a. Shall be installed in-ground.
  - b. All permanent swimming pools shall have security fencing installed in accordance with Fairfax County and any other existing jurisdictional codes.
  - c. Required fencing shall comply with the requirements and standards for Fences (E.22), and must be included with the pool application.
  - d. Any lighting shall comply with the requirements and standards for lighting (E.35).
  - e. Any walkways or pathways shall comply with the requirements and standards for Walkways and Pathways (E.64).
  - f. Any drainage systems shall comply with the requirements and standards for Drainage Systems (E.19).
  - g. Water supply system, drainage and water disposal shall comply with Fairfax County code and permit requirements.
- 3. Temporary pools:
  - a. Above-ground pools (defined as any pool installed on grade) are considered temporary.
  - b. Temporary pools greater than 12 inches high or 8 feet in diameter are prohibited.
  - c. Temporary pools shall be emptied and properly stored out of sight after each use.

**C. NON-RESIDENTIAL STANDARDS**

Non-residential permanent outdoor swimming pools are prohibited with the exception of Burke Centre Conservancy.

**E.62. TREE REMOVAL**

**A. REQUIREMENT**

- 1. Trees that pose an imminent hazard or danger to persons or property may be removed prior to the approval of an ARB application. Imminent hazard is defined as trees that are uprooted, are significantly leaning, or have large limbs or trunks that are splintered or otherwise damaged creating the potential for large debris that could fall without warning. (Homeowners removing trees deemed to be hazardous prior to obtaining ARB approval shall submit an application for tree removal subsequent to the removal, and the application shall include written documentation and/or photographs of the tree's hazardous condition prior to its removal.)
- 2. An approved application is required for the removal of any standing tree, dead or alive, that

- measures four (4) or more inches in diameter measured across at a height of twelve (12) inches above grade AND located more than fifteen (15) feet from the foundation of the main dwelling, attached garage, detached garage or deck.
- 3. Any tree, which is located within fifteen (15) feet of the foundation of the main dwelling, to include attached garage, detached garage or deck, when measured at the base of the tree trunk (at grade) AND creates a negative impact on the use of the dwelling or structure may be removed without prior approval, contingent on the stump being removed or ground below grade level, and the area restored.
- 4. Applications for tree removal shall include photographs of the tree, a property plat marked with the location of the tree(s) proposed for removal, any written documentation supporting the stated reason for removal, such as evaluations by certified experts, and the plan for removing or grinding the stump.

**B. RESIDENTIAL STANDARDS**

- 1. Trees shall be considered for removal if:
  - a. The tree trunk is too close to a structure or the tree is too large for the space it occupies.
  - b. The tree is diseased, dying, dead or poses an imminent danger or hazard. Verification of this condition by a certified expert may be required.
  - c. The tree's continued presence is causing physical intrusion or damage, by the branches or root system, to a structure or paved area.
- 2. Tree removal shall include stump removal or the stump ground below grade level.

**C. NON-RESIDENTIAL STANDARDS**

- 1. Must comply with residential standards.
- 2. Consistent with the philosophy of the residential standards for tree removal, and not withstanding provisions of Administrative and Policy Resolution No. 6C-8, Burke Centre Conservancy Tree Maintenance Policy, tree removal shall include either stump removal, or stump ground below grade level in the following areas:
  - a. In Conservancy Managed Areas, Conservancy Buffer Areas, Cluster Managed Areas, or Cluster Buffer Areas (includes the grounds associated with recreation courts, tot lots, the Conservancy, Community Centers, and Burke Centre swimming pools).
  - b. In Conservancy Natural Areas and Cluster Natural Areas for trees located within fifteen (15) feet of a pathway, trail, street or parking lot.

**E.63. TRELLISES** (See Illustrations G.1.)

**A. REQUIREMENT**

- 1. An application is not required to replace a trellis in the same location and of the same size, color and design provided the standards are met (see standards in B. and C. below).
- 2. An approved application is required for any new trellis and will include a plat and a drawing depicting the proposed location, design and color of the trellis.

**B. RESIDENTIAL STANDARDS**

- 1. Trellises shall be wood, composite material that resembles wood, metal, or wrought iron.
- 2. Trellises shall be no greater than eight feet in height.
- 3. Trellises shall be located in side or rear yards, and shall be installed adjacent to the dwelling or attached to a deck or fence.
- 4. Trellises installed adjacent to a structure shall match, in color, the structure against which it is installed. Exceptions will be considered on a case-by-case basis.
- 5. A wooden or composite material trellis attached to a deck or fence shall match, in color, the deck or fence to which it is attached.

**C. NON-RESIDENTIAL STANDARDS**

Must comply with the residential standards.

**E.64. VENTS**

**A. REQUIREMENT**

- 1. An approved application is required for all new exterior vents, including exterior dryer vents, gable vents, and gas energy system vents. (Also see E.48.B.8. [Ridge vents], E.48.B.9. [Roof vent fans], and E.48.B.10. [Roof stack vents]).

2. An application is not required to replace/repair an existing vent in the same location with one of the same size, color and design.

**B. RESIDENTIAL STANDARDS**

1. Dwelling mounted vents shall match the color of the material upon which the vent is mounted, or which surrounds the vent,
2. Dryer vents and gas energy system vents shall be located on the rear or side of the dwelling whenever possible.
3. Gable vent material shall be metal, vinyl, wood, or composite material resembling wood, and the color shall match the dwelling's siding or trim color. Vent openings shall be louvered. (See Illustrations G.6.).

**C. NON-RESIDENTIAL STANDARDS**

1. An application is not required to replace/repair an existing vent in the same location with one of the same size, color and design.
2. An application and approval are required for the installation of any new vent.
3. All commercial grade venting must comply with all applicable Commonwealth of Virginia and Fairfax County code and permit requirements.

**E.65. WALKWAYS & PATHWAYS**

**A. REQUIREMENT**

1. An application is not required to replace a walkway or pathway in the same location and of same size, materials, color and design provided the standards are met (see standards in B. and C. below).
2. An approved application is required for all new walkways (front of dwelling) and pathways (side and rear of dwelling) or changes to the location or alignment of existing walkways and pathways, including on common areas.
3. Applications for walkways and pathways adjacent to open space, county walkways or parking lots will clearly identify these properties/features in relation to the proposed walkway or pathway.
4. Application requirements include a plat depicting the proposed location of the walkway/pathway in relation to the applicant's dwelling, property lines and adjacent properties.

**B. RESIDENTIAL STANDARDS**

1. Walkway materials shall be brick, slate, stone, or concrete, and of an earth tone color. Brick color shall be consistent with existing walkways, pathways, or the dwelling, as applicable. The use of permeable pavers, or similar material, properly installed on an aggregate base and a sand bed, is strongly encouraged.
2. Pathway materials shall be slate, stepping stones, concrete paving stones, brick or concrete, and earth tone in color; or wood bark, mulch, or river or pea gravel, which may be bordered by landscaping timbers. Brick color shall be consistent with brick color on dwelling, if applicable. The use of permeable pavers, or similar material, properly installed on an aggregate base and a sand bed, is strongly encouraged.
3. Pathways shall be no wider than four (4) feet.
4. Walkways and pathways shall be within the respective lot and shall not extend beyond the property's lot lines.
5. Walkways and pathways shall not have an adverse drainage impact (erosion, standing water, etc.) on adjacent properties, including common areas and Cluster or Conservancy open space.

**C. NON-RESIDENTIAL STANDARDS**

1. Must comply with the residential standards.
2. Open Space pathways material may be gravel, crushed stone or asphalt.

**E.66. WINDOWS**

**A. REQUIREMENT**

1. An application is not required for window replacement in the same location and of the same size, color, dimension and design provided the standards are met (see standards in B. and C.).

- below).
2. An approved application is required to replace an existing window(s) with a window(s) that is (are) a different style, color, design, size or location, or to add a new window(s).
  3. Application requirements include:
    - a. Description of new, or replacement, window(s) to include material, color, type window, design/style, and dimensions.
    - b. Changes to window trim (material, color, dimensions, etc.), as applicable.
    - c. Changes or modifications to dwelling exterior façade (e.g., siding) due to window removal or relocation, or difference in window dimensions between existing and replacement windows.

**B. RESIDENTIAL STANDARDS**

1. All windows in a dwelling (single family and multiple dwelling units) shall be consistent in design, style, materials and color, with some variance in size permitted due to window location. Exceptions for consistency in design/style may be considered for bay windows, garden windows in kitchens, egress windows and transom windows.
2. Window replacement shall be for all windows of the dwelling, and accomplished as one modification. Consideration will be given on a case-by-case basis for basement windows and the replacement or addition of a single window where the style is changed (e.g., bay window, bow window, garden window in kitchens, egress windows, transom windows, etc.). In these cases, the replacement or new window(s) must match the existing windows in material and color.
3. Replacement of a single damaged window shall match the existing windows in material, style/design, and color.
4. Removal or addition of all mullions/grids on all windows of a dwelling may be considered on a case-by-case basis.

**C. NON-RESIDENTIAL STANDARDS**

Must comply with residential standards.

**E.67. WINDOWS: SECURITY**

**A. REQUIREMENT**

1. An application is not required to replace security windows in the same location and of the same size, color and design provided the standards are met (see standards in B. and C. below).
2. An approved application is required for all new security windows, or to replace an existing security window(s) with a window(s) that is (are) a different style, color, design, size or location.
3. Applications for new security windows shall include rationale for the security windows; i.e., a specific security need that cannot be satisfied by other security measures, such as security glass or security systems/alarms.

**B. RESIDENTIAL STANDARDS**

1. Design shall consist of primarily straight vertical and horizontal security bars/members with minimal ornamentation or scroll work.
2. Security windows shall match existing windows in material and color and shall comply with any Cluster Supplemental Architectural Standards.

**C. NON-RESIDENTIAL STANDARDS**

Must comply with residential standards.

**E.68. PROHIBITED ITEMS**

Prohibited items include, but are not limited to the following:

- a. Non-residential clotheslines (see E.10. Clotheslines).
- b. Chicken wire (see E.11. Compost Containers, E.22. Fences).
- c. Corrugated fiberglass panels (except as stated in E.12. Decks and E.52. Sheds).
- d. Residential windmills, functional or decorative (see E.13. Decorative Objects).
- e. Wells, functional or decorative that have a structure above grade level (see E.13. Decorative Objects).
- f. Non-residential dog houses, animal houses, pens and runs are prohibited with the

- exception of Veterinary practices and pet businesses with outdoor commercial pet requirements (see E.14. Dog houses/Animal houses).
- g. Residential animal pens or runs (see E.14. Doghouses/Animal Houses).
  - h. White, light gray or any other light-colored edging (see E.21. Edging).
  - i. Construction-grade brick, i.e., bricks with holes through them (see E.21. Edging).
  - j. Stockade fencing (An exception may be considered for an individual lot containing a permanent swimming pool) (see E.22. Fences).
  - k. White vinyl fencing (see E.22. Fences).
  - l. Signs and decorative items on fences (see E.22. Fences).
  - m. The use of barbed wire, razor wire, and concertina (see E.22. Fences).
  - n. Permanent tarpaulins used for any other purpose than as a covering provided for in the standards (see E.23. Firewood & Firewood Stands).
  - o. Vegetable plants and/or gardens in front yards or on front porches or stoops (see E.25. Flower and Vegetable Gardens).
  - p. Gray gravel and white rocks (see E.30 Ground Cover & Landscaping, E.40. Patios and E.47. Rock Gardens, Landscaping Walls & Retaining Walls).
  - q. Synthetic or carpet-like materials e.g., Astroturf, indoor-outdoor carpet (see E.30. Ground Cover & Landscaping).
  - r. Bright-colored materials, to include white marble, rocks, chips or stones (see E.30. Ground Cover & Landscaping and E.47. Rock Gardens, Landscaping Walls & Retaining Walls).
  - s. Bamboo and other fast growing invasive vegetation (see E.30. Ground Cover and Landscaping).
  - t. Backlit house numbers (see E.32. House Numbers).
  - u. Free standing security lighting (see E.35. Lighting).
  - v. Decorated mailboxes or covers for mailboxes (see E.37. Mailboxes).
  - w. Privately owned basketball goals located on Conservancy open space or on streets (see E.46. Recreation & Play Equipment).
  - x. Commercial advertising signs (e.g., contractor signs, vendor signs) (see E.55. Signs).
  - y. Non-residential pools, spas & hot tubs with the exception of BCC (see E.58. Spas & Hot Tubs and E.61. Swimming Pools).
  - z. Above ground, temporary swimming pools more than 12 inches high or 8 feet in diameter (see E.61. Swimming Pools).
  - aa. Carports (unless part of the original structure) (see E.38. Major Modifications).
  - bb. Parking or storage of inoperable automobiles on property lots (see M.5. Storage).

## SECTION III – TERMS AND ILLUSTRATIONS

### F. GLOSSARY OF TERMS

TERM	DEFINITION
<b>ABOVE-GRADE</b>	Extending above the surface of the ground (see also GRADE).
<b>ABUTTING</b>	Immediately next to and/or touching another surface or object.
<b>ADJACENT PROPERTY</b>	All property, including Conservancy and Cluster open space, which immediately borders, or has a direct view of an applicant's property.
<b>ALTERNATING-BOARD</b>	See BOARD-ON-BOARD.
<b>APRON</b>	Decorative boards and/or moldings below windows.
<b>ARBOR</b>	A vertical, decorative structure for supporting plantings. It typically has two sides and a top, and allows passage of an individual through it (see Illustrations G.1.).
<b>ATTACHED</b>	Immediately next and fastened to another surface or object.
<b>AWNING</b>	A fabric cover attached to a dwelling, deck or porch, supported by a frame and extending over an area such as a deck, door, window, porch or patio.
<b>BALCONY</b>	A platform that projects from the wall of a building and is enclosed by a parapet or railing.
<b>BOARD-ON-BOARD FENCE</b>	A fence consisting of posts, horizontal and vertical slats (1" x 4" or 1" x 6" width) in which the vertical members are fastened to alternating sides of the rails, with a rail cap fastened along the top. Also known as alternating board (see Illustrations G.2.).
<b>CANOPY</b>	A fabric cover supported by a frame or a set of stand-alone poles and typically erected on a deck, patio or porch.
<b>COMMERCIAL</b>	Non-Residential, or profit, entity.
<b>COMMON AREA</b>	"All real property and improvements thereon owned or leased by the Conservancy for the use and enjoyment of the Members."
<b>COMPATIBLE</b>	Able to exist together in harmony and without conflict. The concept applies to color, material, style, dimension, architecture and appearance. Visual harmony among the components of a structure or structures on a property. Color harmony derives from color shade, hue and/or brightness.
<b>COMPOSITE/SYNTHETIC MATERIALS</b>	Current technology has produced synthetic materials (wood/plastic composites and plastics) that are intended to replicate wood, or manmade materials such as brick or masonry. Composite/Synthetic materials may be approved if they resemble wood, brick, masonry or stone original materials in terms of color, texture, style, dimension and appearance.
<b>CONSISTENT</b>	Matches in material, size, style or color typically necessary for the sake of uniformity; matches in color may include variations in shade/brightness due to age/weathering of dwelling components.

<b>CORNICE</b>	Horizontal Board running below a soffit and within the plane of the wall.
<b>DECK (GROUND LEVEL)</b>	A deck that is no more than 8" above grade.
<b>DIRECT VIEW</b>	See VISIBLE.
<b>DOG-EARED</b>	Vertical fence boards with angled corners on the board top. Used on dog-eared spaced picket fences. (See Illustrations G.2.).
<b>DOOR TRIM</b>	Horizontal and/or vertical boards and/or moldings around the edges of doors.
<b>DRAWING</b>	A to-scale drawing showing an object or multiple objects in relation to each other.
<b>DRY CREEK BED</b>	A rock filled trench designed to mimic a natural flowing, terrain-following creek bed, whose purpose is to divert storm water drainage or prevent erosion. Components include a trench varying in depth up to 8 inches, lined with landscape fabric and covered with ½ inch of crushed pea gravel, and topped by river rock in varying sizes.
<b>EARTH TONE</b>	Brown, tan, sand, hunter (dark) green, or medium to dark gray.
<b>ESTATE FENCE</b>	A fence consisting of vertical posts, have one horizontal 1" x 6" board, followed by two crossed 1" x 4" boards, and ended with two horizontal 1" x 6" boards, the bottom horizontal boards spaced evenly, the top plank lining up with the top of the fence posts, with the finished side facing out and <i>without</i> a rail cap fastened along the top. Also known as crossbuck. (See Illustrations G.2.).
<b>FAÇADE</b>	The front of a building, or the part of the building facing the street/parking lot.
<b>FASCIA BOARD</b>	Horizontal board along the top of a structure just below the roof.
<b>FIELDSTONE</b>	A building construction material; an architectural stone used in its natural shape and can be applied to stones recovered from the topsoil or subsoil. Generally used to describe such material when used for exterior walls, it has come to include its use in other ways including garden features and interiors.
<b>FINIAL</b>	A decorative part of an object that is symmetrically shaped and extends above the object (see Illustrations G.4).
<b>FLAT TOP</b>	Vertical boards with 90-degree corners and a flat top on both ends. Used on board on board, solid board, Mount Vernon dip, and estate style fencing.
<b>FREESTANDING</b>	Refers to a structure that is not supported by anything other than itself; one that has no structure adjacent to it or adjoining it.
<b>FRENCH DOOR</b>	A full-length exterior door consisting of a frame and full-length light (panel of glass) with or without mullions.
<b>FRENCH DRAIN</b>	A sod- or natural-covered trench filled with pea gravel, crushed gravel, or pea/crushed gravel and sand, surrounding a perforated drainpipe covered with landscaping fabric that redirects and dissipates storm water, surface water and groundwater away from an area.
<b>FRIEZE BOARD</b>	Horizontal (or angled when installed on gables) board at the top of a

	finished wall under the roof's edge.
<b>FRONT ELEVATION</b>	A drawing of an object or collection of objects that represents the view as seen from directly in front of the object(s).
<b>FRONT VIEW</b>	See FRONT ELEVATION.
<b>FRONT YARD</b>	A yard extending across the full width of the lot and lying between the front lot line and the principal building. On a corner lot, the two (2) yards lying between the principal building and the intersecting streets shall both be deemed to be front yards.
<b>GABLE</b>	The triangular portion of the end of a dwelling formed by the slope of the roof and the top of the uppermost story. (See Illustrations G.6).
<b>GABLE VENT</b>	A vent located in the gable of a dwelling. (See Illustrations G.6).
<b>GAZEBO</b>	A free-standing roofed structure that is open on all sides.
<b>GRADE</b>	1) The ground level around a building; 2) The top surface of undisturbed soil; 3) The degree of rise or descent of a sloping surface; or 4) The quality of material or item (e.g., low-grade).
<b>GUTTER</b>	The trough that serves as the water removal component of roofing, mounted along the lowest edges of a roof.
<b>HARDIPLANK</b>	A composite "fiber cement siding," material.
<b>HEADER</b>	Decorative trim board and/or molding above windows and doors.
<b>INSECT HOUSE</b>	A structure built to attract, feed and/or house insects. Typically consisting of wood logs with drilled holes, wood chips, wood shavings, dry leaves and/or bamboo shoots.
<b>INTEGRAL</b>	Immediately next to and sharing material with another surface or object or being a part of the makeup of an object or material.
<b>INVASIVE SPECIES</b>	A species that is not native to a specific location (an introduced species), and that has a tendency to spread to a degree that causes damage to the environment, human economy or human health.
<b>LATTICE</b>	An openwork structure of crossed strips of wood or vinyl resembling wood.
<b>LITE</b>	1) A pane of glass that is part of a window or found in a door.
<b>MAJOR MODIFICATION</b>	A modification or alteration to a property that creates a significant change to the property. Significance may be based on size, expansiveness, visual impact or change to the existing condition or structure(s) of the property.
<b>MATCH</b>	See CONSISTENT.
<b>MOUNT VERNON DIP FENCE</b>	A straight spaced-board fence with a scoop or dip cut along the top edge of the fence, <i>without</i> a rail cap fastened along the top. (See Illustrations G.2.).
<b>MULLION</b>	A vertical wood strip or simulated wood strip that divides a window into two or more panes. (See also MUNTIN).
<b>MUNTIN</b>	Any wood strips or simulated wood strips used to support or simulate support of panes of glass in a window. (See also MULLION).

<b>NATIVE SPECIES</b>	A species that occurs naturally within a region, either evolving there or arriving and becoming established without human assistance.
<b>NATURAL MATERIALS</b>	Wood, bark, thatch or stone indigenous to the Burke Centre area.
<b>NON-OBTRUSIVE</b>	Not undesirably prominent.
<b>NON-RESIDENTIAL</b>	A property with a primary purpose other than living space.
<b>NON_UNIFORM TOWNHOMES OR CONDOMINIUMS</b>	A townhome or condominium structure designed to visually appear as a structure consisting of individual dwelling units. The structure typically has visually separated, or physically staggered front façades and rooflines. Dwelling units within a non-uniform townhome or condominium structure typically have compatible, but not matching, exterior style, materials and color schemes. The dwelling units may have one or more exterior elements that are by design consistent (matching) in material, style, color, dimensions, and/or location. The consistent (matching) elements may be items such as exterior façade, roofing, siding, trim (corner posts, rake boards, fascia, soffits, window trim, door trim, etc.), entry doors, entryways, front stoops, porches, handrails, house numbers, vents, chimneys, balconies, windows, and/or gutters and downspouts.
<b>ON-GRADE</b>	Even with the surface of the ground. (See also GRADE).
<b>OPEN SPACE</b>	See COMMON AREA.
<b>PADDOCK FENCE</b>	A fence consisting of vertical posts, with (3) three horizontal 1" x 6" board planks spaced evenly, the top plank lining up with the top of the fence posts, with the finished side facing out and <i>without</i> a rail cap fastened along the top. (See Illustrations G.2.).
<b>PATHWAY</b>	A paved or unpaved route for walking located in the side or rear yard.
<b>PERGOLA</b>	An open structure usually formed by a double row of posts or pillars with joists above. (See Illustrations G.1.).
<b>PICKET FENCE</b>	See SPACED PICKET FENCE.
<b>PLAN ELEVATION</b>	A drawing of an object or collection of objects that represents the view as seen from directly above the object(s).
<b>PLAN VIEW</b>	See PLAN ELEVATION.
<b>PLAT</b>	A legal scale drawing representing a piece of land that constitutes a property lot. This is contained in the owner's property settlement (closing) papers and may also be found in Fairfax County Tax Administration Maps. See also SITE PLAN.
<b>RAIL CAP</b>	A fence board, typically 1"x4" or 2"x6", that is laid flat on the top of the vertical fence boards and fastened to a top horizontal stringer board.
<b>RAIN GARDEN</b>	A designed depression that allows rainwater runoff from impervious urban areas, like roofs, driveways, walkways, and compacted lawn areas, the opportunity to be absorbed. The primary purpose of a rain garden is to improve water quality in nearby bodies of water and to ensure that rainwater becomes available for plants as groundwater. The depression contains plants, a selection of wetland edge vegetation, such as wildflowers, sedges, rushes, ferns, shrubs and small trees, that take up excess water flowing into the rain garden, and allow water to filter through

	soil layers before entering the groundwater system.
<b>RAKE BOARD</b>	Inclined trim along the edge of a gable roof that extends from the roof ridge/peak to the lower roof edge.
<b>REAR YARD</b>	A yard extending across the full width of the lot and lying between the rear lot line and the principal building. NOTE: Due to the structure and lot line configuration of quadruplex properties, the side yards may be considered as rear yards.
<b>RESIDENTIAL</b>	A property where the primary purpose is living space.
<b>ROCK GARDEN</b>	Consists of a rocky area in which plants particularly adapted to such terrain are cultivated. Typically used on sloped or tiered areas. Also located where rocks are arranged, and plants cultivated in a carefully designed decorative scheme.
<b>ROOFLINE TRIM</b>	See RAKE BOARD.
<b>ROOF RIDGE VENT</b>	An opening along the topmost peak of a roof, used for ventilation purposes.
<b>SCRIPTED NUMBERS</b>	House numbers written as a word rather than as numeral, e.g., Seven Twenty-Four.
<b>SIDE ELEVATION</b>	A drawing of an object or collection of objects that represents the view as seen from one side directly adjacent to the object(s).
<b>SIDE VIEW</b>	See SIDE ELEVATION.
<b>SIDE YARD</b>	The yard from the edge of the principal building to the side lot line between the front yard and rear yard.
<b>SIDELITE</b>	A fixed window adjacent to an entry door.
<b>SITE PLAN</b>	A surveyor's plat of the property, showing man-made objects.
<b>SKETCH</b>	A simple rough drawing or design done rapidly and without much detail. A sketch is inadequate for submission with an application.
<b>SOFFIT</b>	Covering for the underside of an eave, the overhanging area of a roof that extends beyond the house to keep rainwater away from the lower part of the house.
<b>SOLID-BOARD FENCE</b>	A fence consisting of posts, horizontal rails and vertical slats (1" x 4" or 1" x 6" in width) abutting each other and fastened to the same side of the rails, with a rail cap fastened to a top horizontal stringer board. (See Illustrations G.2.).
<b>SPACED PICKET FENCE</b>	A fence consisting of posts, horizontal rails and narrow vertical slats with a comparable space between slats, fastened to the same side of the rails. (See Illustrations G.2.).
<b>SPLIT RAIL FENCE</b>	A fence consisting of vertical posts, with (2) two or (3) three horizontal rails spaced evenly. (See Illustrations G.2.).
<b>STORAGE BOX</b>	Storage unit constructed of wood, vinyl or resin, which does not exceed 5'W x 3'D x 4'H, and is compatible in design and color with the dwelling, deck or fence. (See E.60. Storage Boxes).

<b>SWALE</b>	Hollow depression in the grade of a lot's surface; may result in water collection.
<b>TEMPORARY</b>	Exterior item or fixture that is portable and easily removed changed or stored properly out of view after each use.
<b>TRELLIS</b>	A structure of thin strips of wood crossing each other in an open pattern of squares, diamonds, etc., on which vines or other creeping plants grow. (See Illustrations in G.1.).
<b>TRIM</b>	Finishing boards and/or moldings on a building, such as the edging of openings and other features on the face of a dwelling. (See also Apron, Cornice, Door trim, Fascia board, Frieze board, Header, Rake board, Soffit, Window trim).
<b>TURF</b>	Grass or lawn landscaped on a lot.
<b>UNIFORM TOWNHOMES OR CONDOMINIUMS</b>	A townhome or condominium structure designed to visually appear as a single structure with consistent design, style, material and color for all dwelling units. The structure typically includes a continuous front façade and roofline with no discernable separation to delineate individual dwelling units. Exterior structure elements that are typically consistent (matching) in terms of material, style, color, dimensions, location, etc., include the exterior façade, siding, trim (corner posts, rake boards, fascia, soffits, window trim, door trim, etc.), windows, shutters, entry doors, entryways, front stoops, porches, hand railings, house numbers, roofing, chimneys, vents and gutters and downspouts.
<b>VISIBLE</b>	Able to be seen by an individual at ground level.
<b>WALKWAY</b>	A brick, slate, stone, or concrete route from the street, sidewalk, driveway or parking lot to the front of a dwelling.
<b>WINDOW TRIM</b>	Horizontal and/or vertical boards around the edges of windows.

**G. ILLUSTRATIONS**

The following are illustrative examples of authorized styles and designs; the examples do not constitute pre-approval

1. **ARBORS, PERGOLAS, TRELLISES** ..... PAGE 55-56

2. **FENCES**

A. SPLIT-RAIL ..... PAGE 57

B. PADDOCK ..... PAGE 58

C. SPACED PICKET FENCE ..... PAGE 59-61

D. MOUNT VERNON ..... PAGE 62

E. ESTATE..... PAGE 63

F. BOARD-ON-BOARD ..... PAGE 64

G. SOLID-BOARD ..... PAGE 65

3. **GATES** ..... PAGE 66

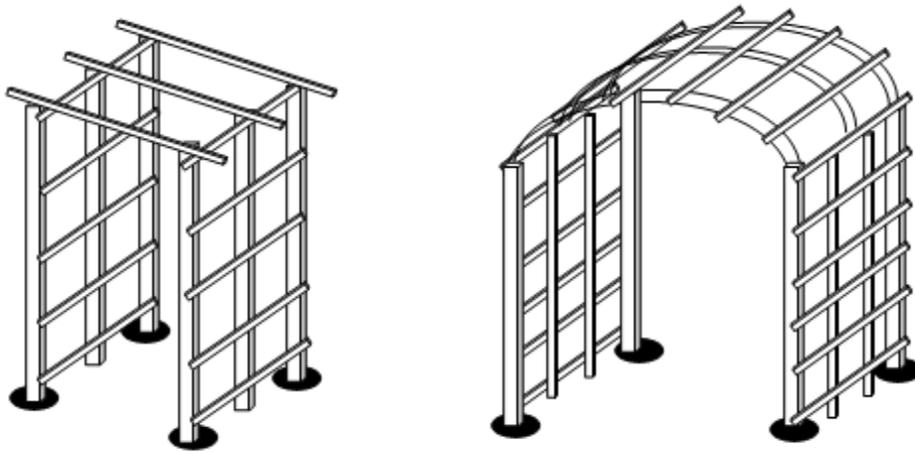
4. **MAILBOX AND FINIAL** ..... PAGE 67

5. **SHUTTER AND SIDING** ..... PAGE 68

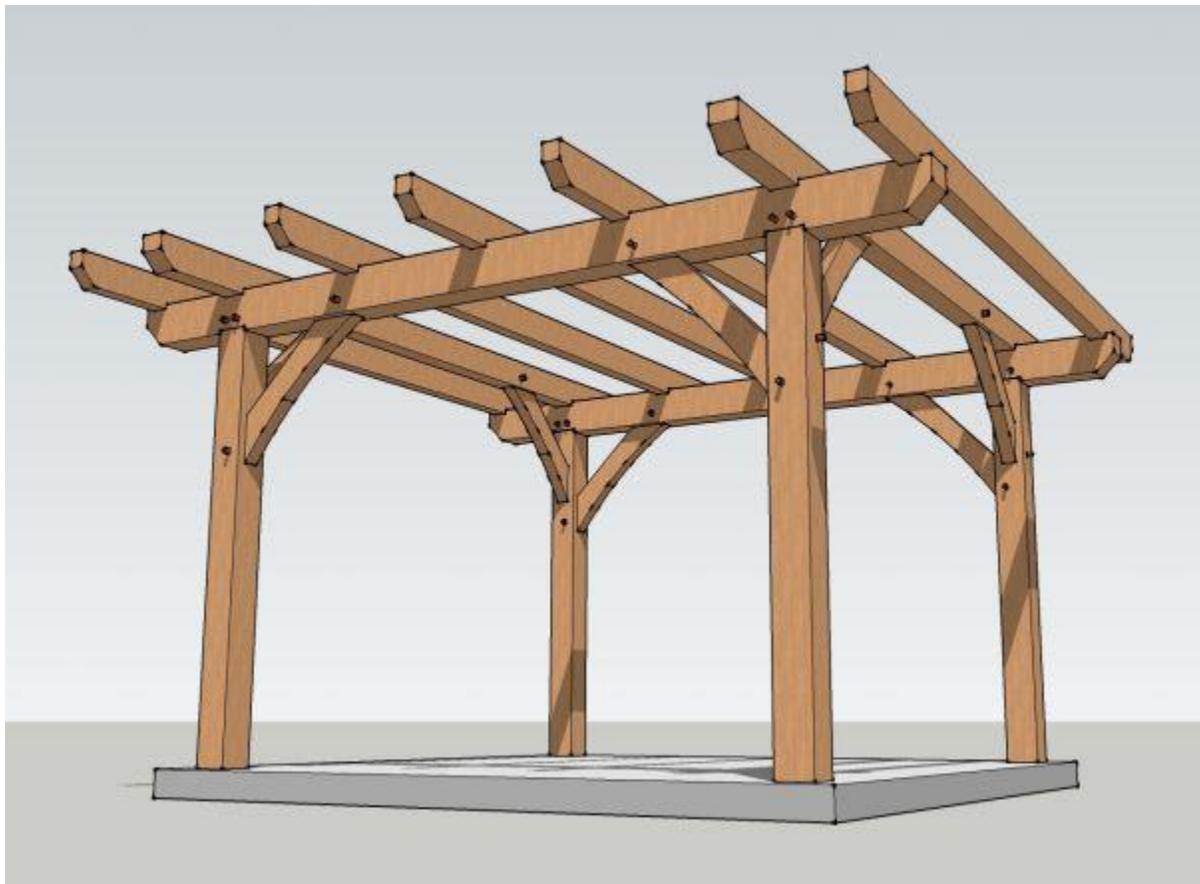
6. **ROOF ARCHITECTURAL STYLES AND GABLE VENTS** ..... PAGE 69

7. **LIGHTING FIXTURES** ..... PAGE 70

8. **DECK COMPONENTS** ..... PAGE 71



EXAMPLES OF ARBORS



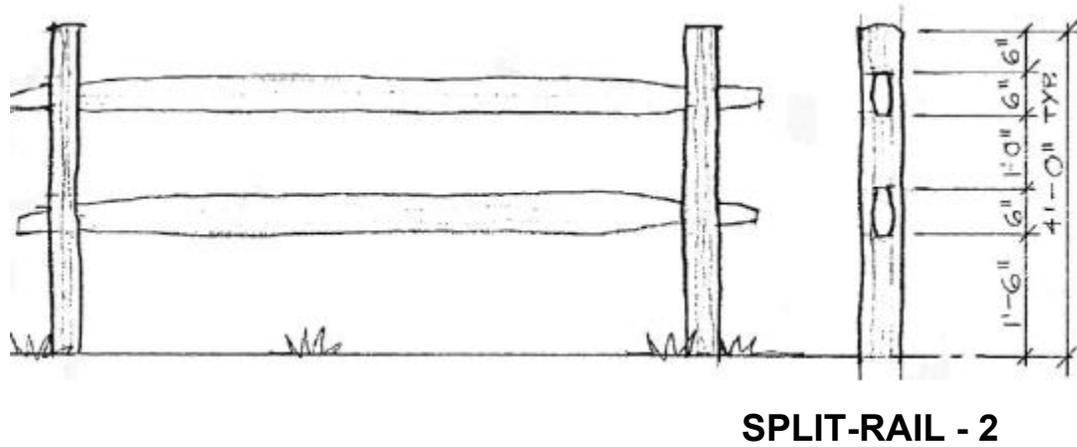
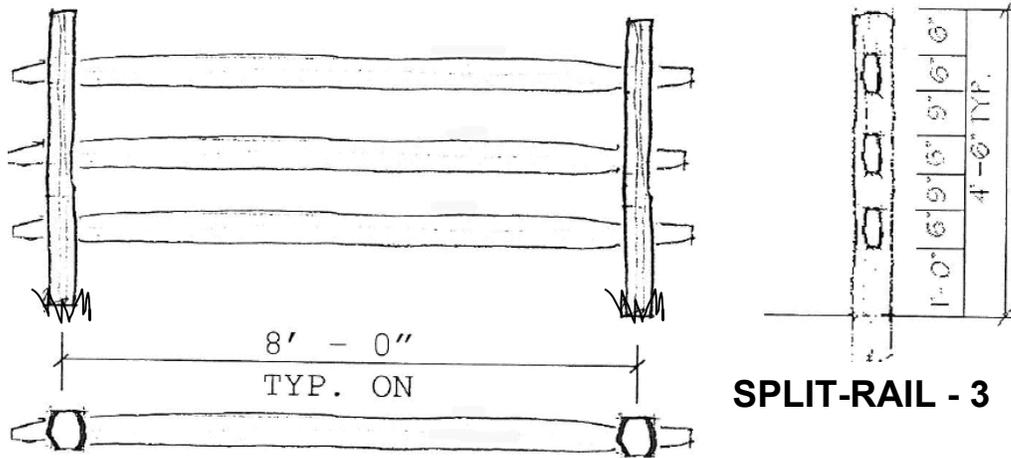
EXAMPLE OF PERGOLA



**EXAMPLES OF TRELLISES**

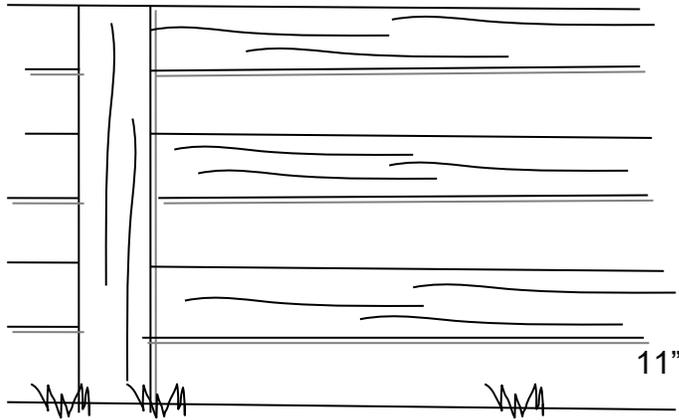
**G.2 (A) FENCES: SPLIT-RAIL**

\*Split Rail approved for Single Family Homes and Duplexes only\*

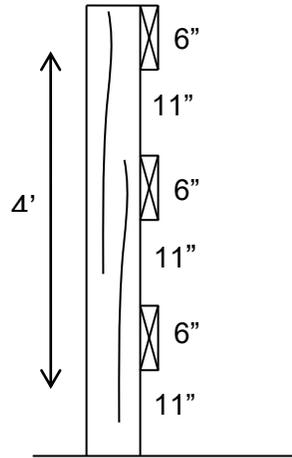


**G.2 (B) FENCES: PADDOCK**

\*Paddock approved for Single Family Homes and Duplexes only\*



1" X 6" Rough Sawn Boards (typical)

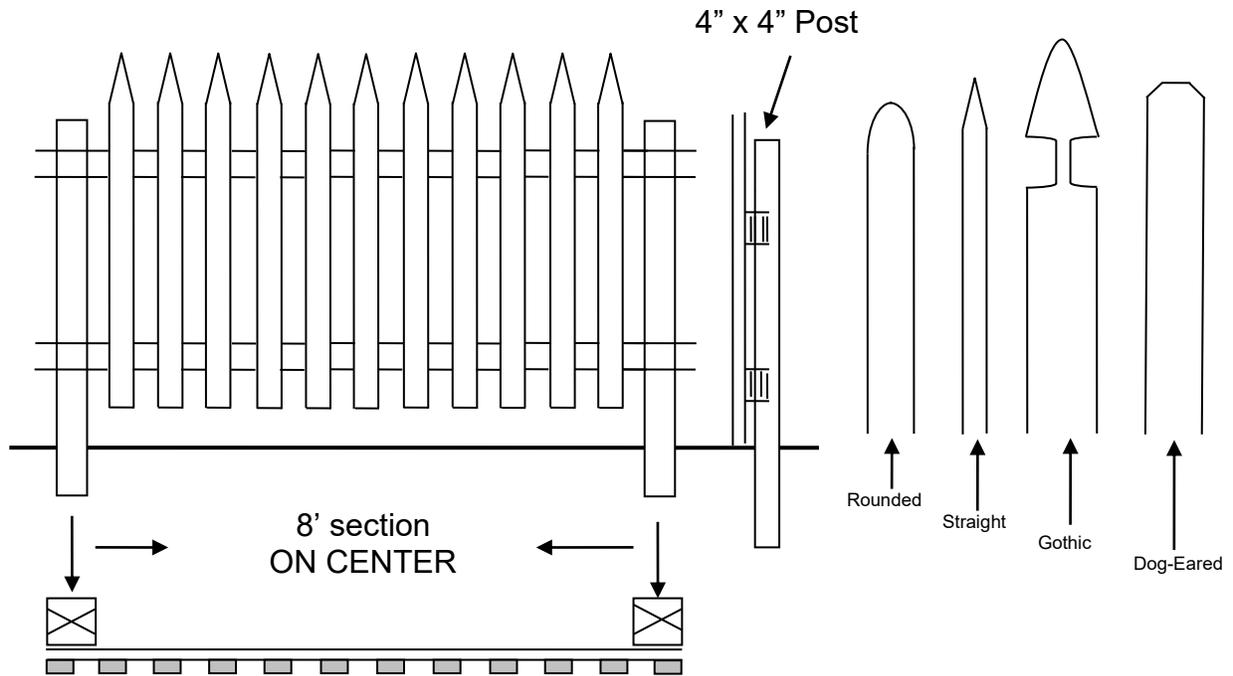


Section



**G.2 (C) FENCES: SPACED PICKET STYLES**

\*Spaced Picket approved for Single Family Homes and Duplexes only\*



**Rounded Picket**



**Straight Picket**



**Gothic Picket**



**Dog-Eared Picket**

**G.2 (D) FENCES: MOUNT VERNON DIP**

\*Mount Vernon Dip approved for Single Family Homes and Duplexes only\*

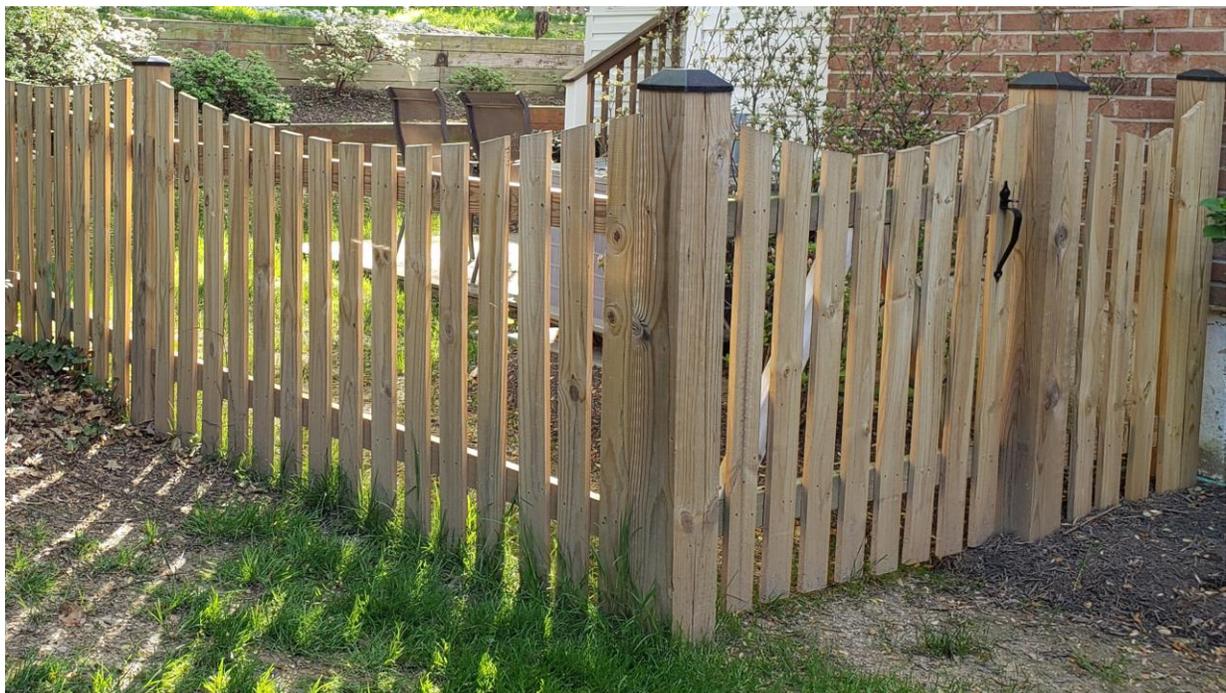
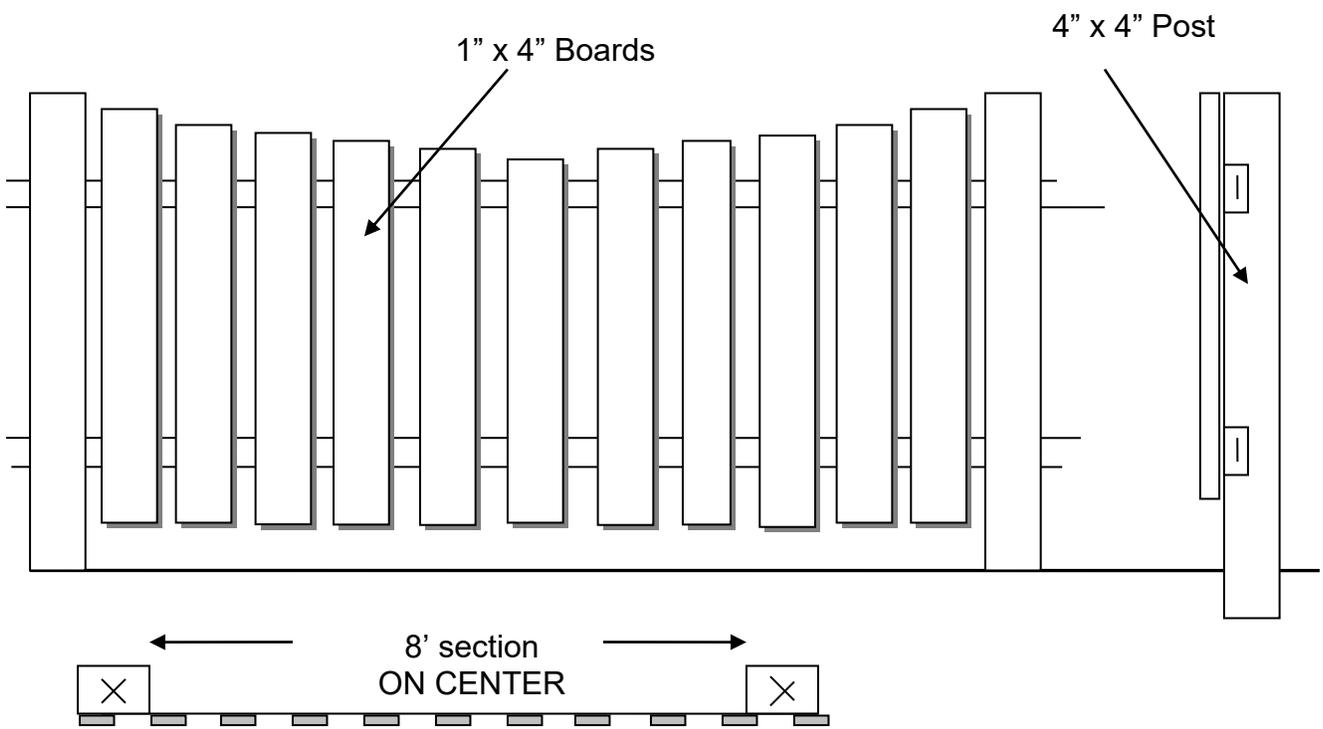
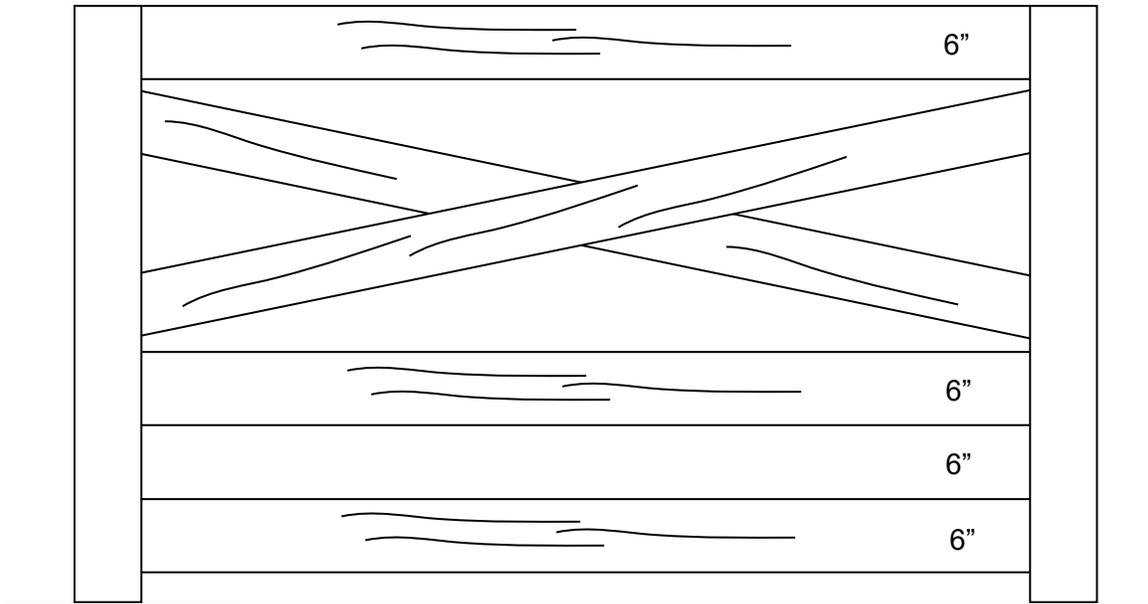


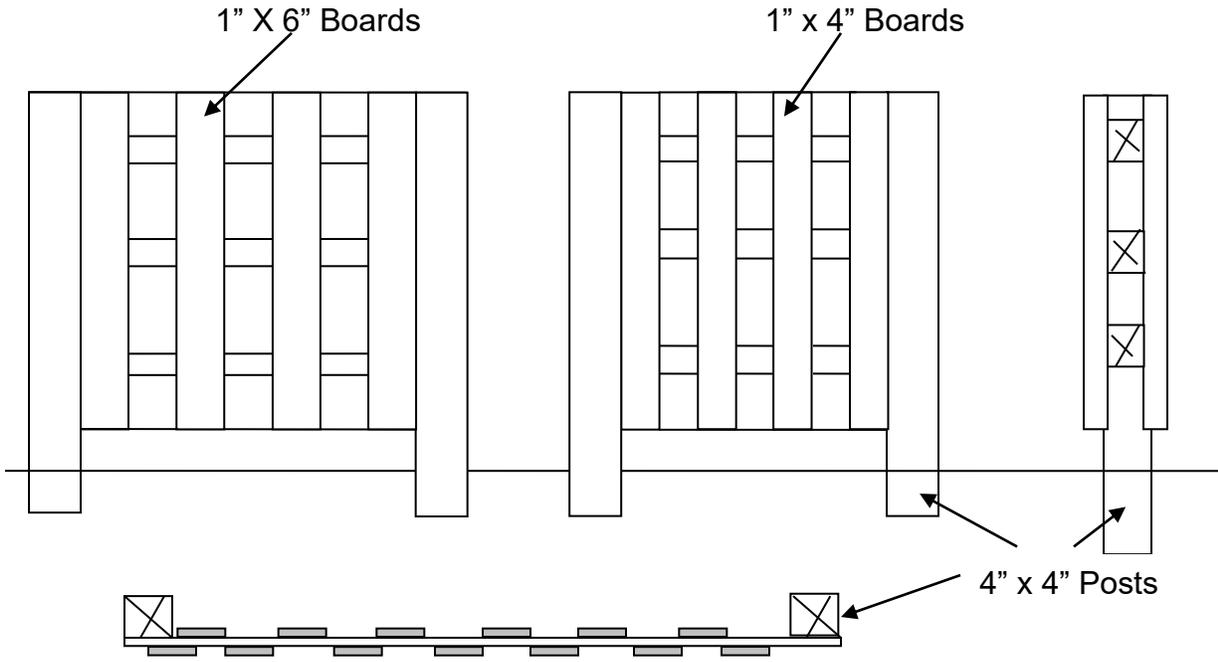
Photo provided by the Nicholson Family in the Oaks

**G.2 (E) FENCES: ESTATE**

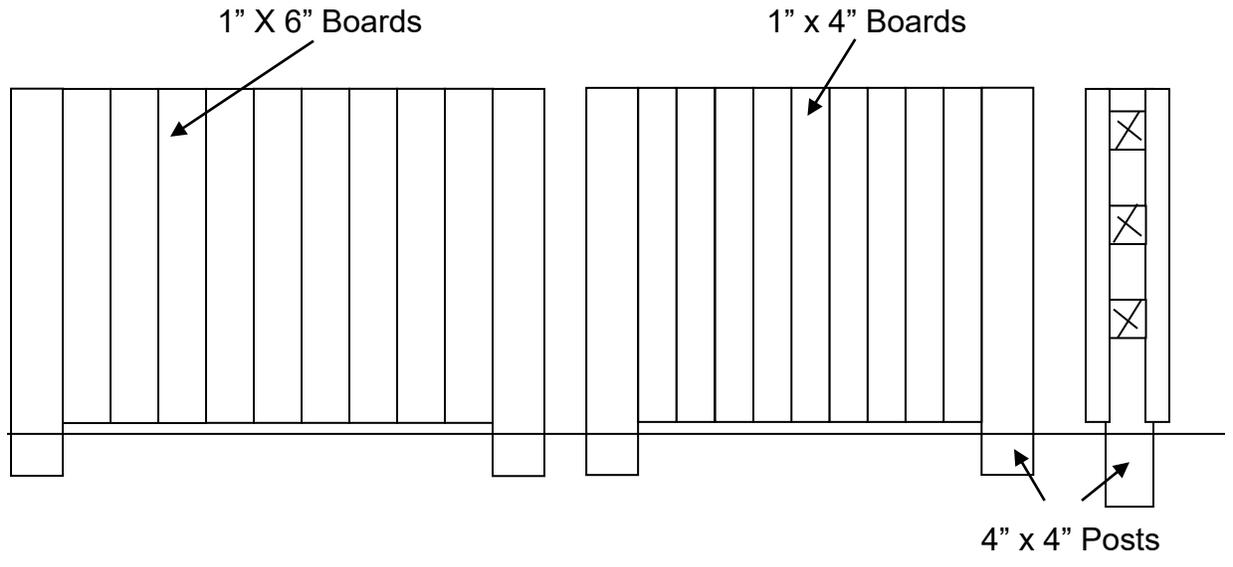
\*Estate approved for Single Family Homes and Duplexes only\*

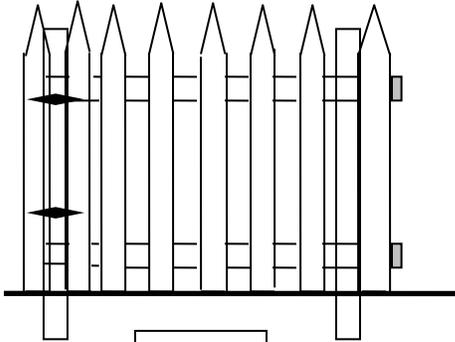


**G.2 (F) FENCES: BOARD ON BOARD**

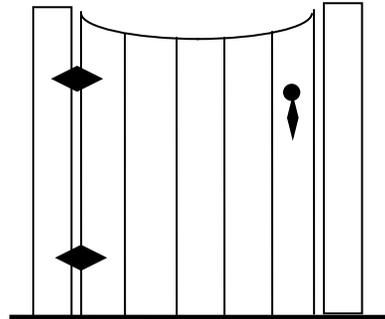


**G.2 (G) FENCES: SOLID BOARD**

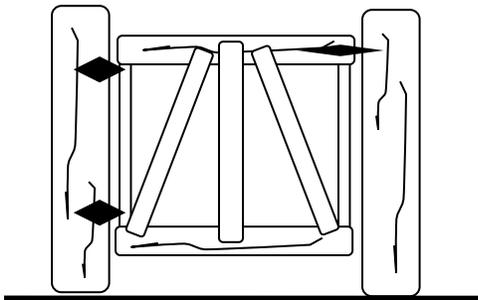




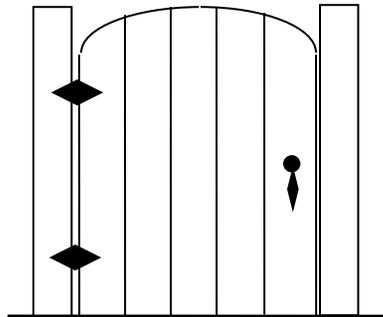
Picket



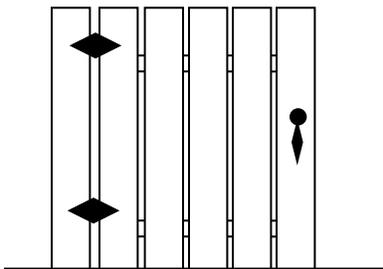
Mt. Vernon Dip



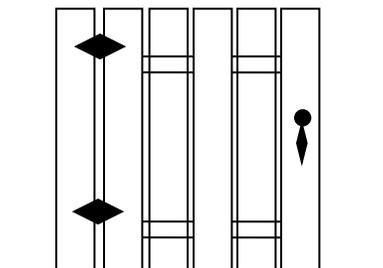
Split Rail



Solid Board, Round Top

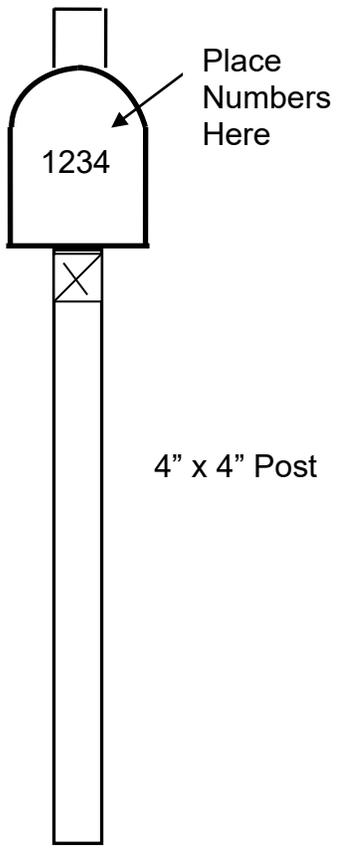


Solid Board, Flat Top

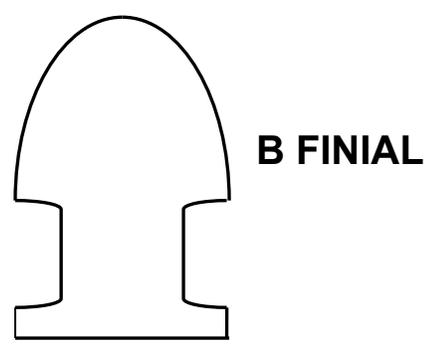
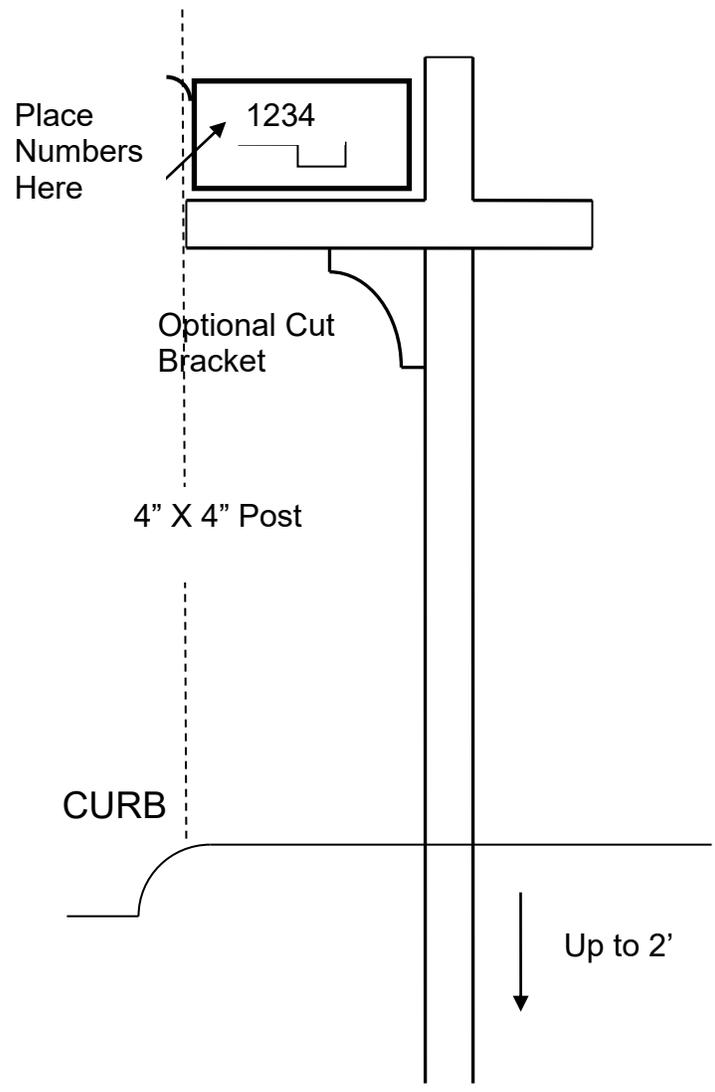


Board on Board, Flat Top

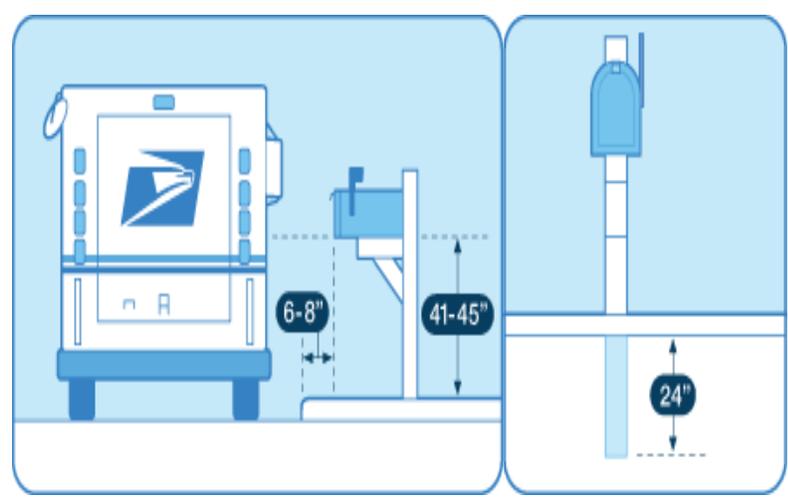
**G.4 (A-B) MAILBOX AND FINIAL**



**A - MAILBOX**

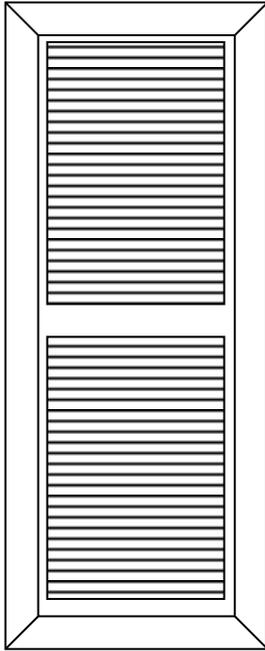


**B FINIAL**

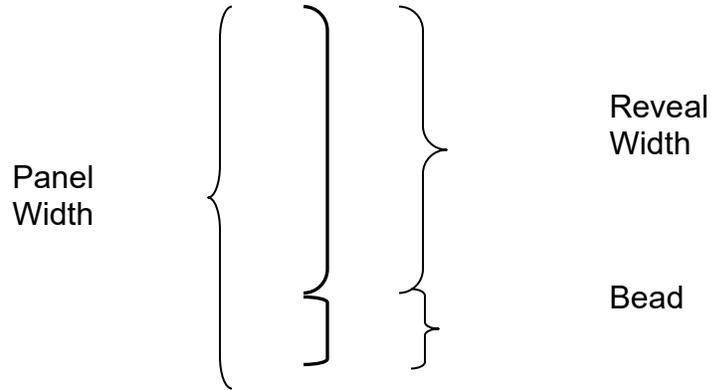


**G.5 SHUTTERS AND SIDING**

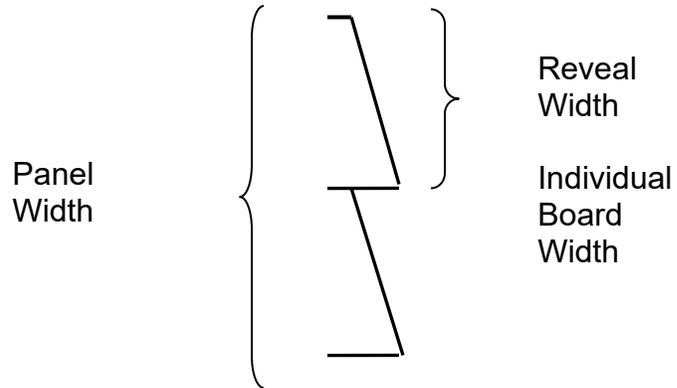
**LOUVERED**



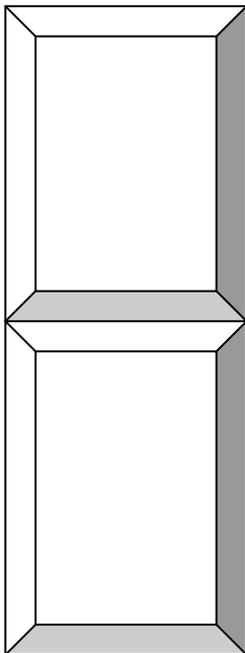
**BEADBOARD SIDING**



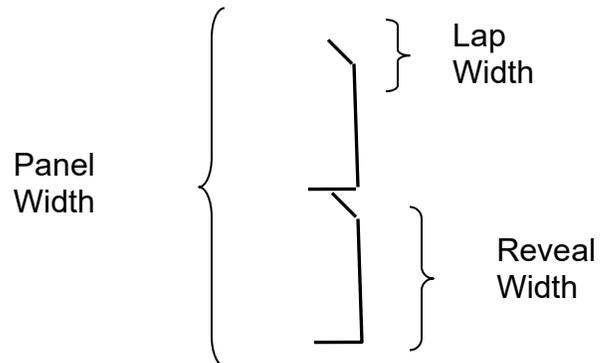
**CLAPBOARD SIDING**

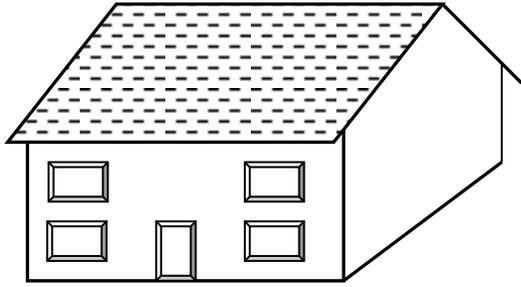


**50-50 RAISED PANEL**

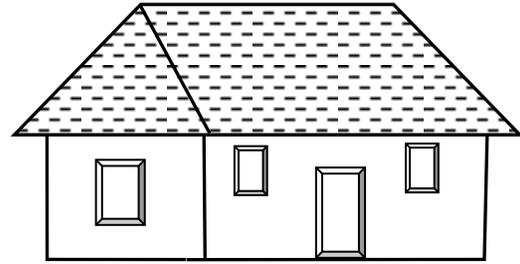


**DUTCHLAP SIDING**

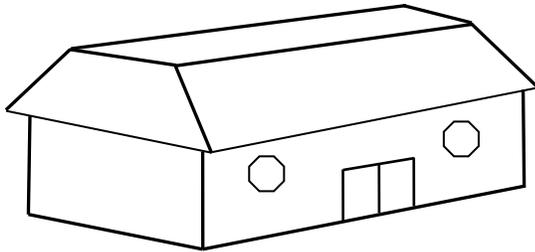




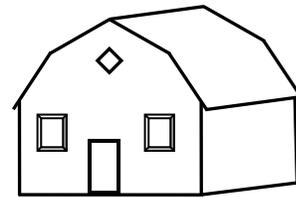
**GABLE**



**HIP**

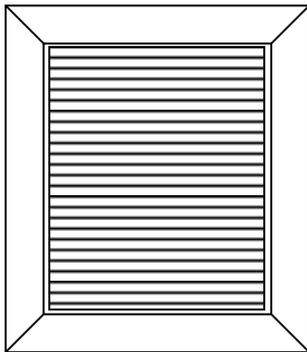


**MANSARD**

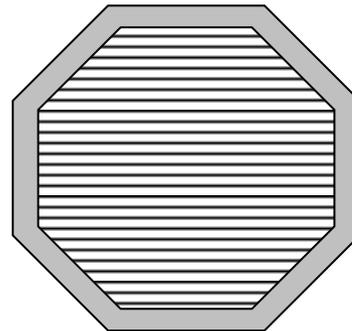


**GAMBREL**

**EXAMPLES OF GABLE VENTS**



**RECTANGULAR**



**OCTAGONAL**

## G.7 LIGHT FIXTURES



**EXAMPLES OF STRING LIGHTS**

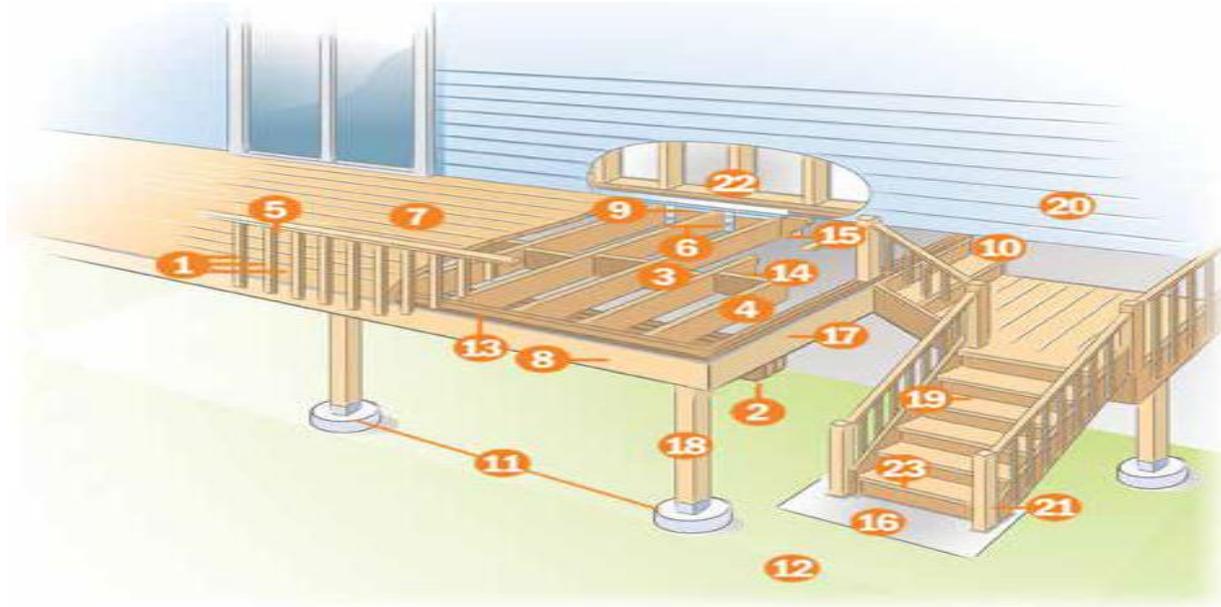


**EXAMPLES OF STANDARD/DECORATIVE LIGHT FIXTURES**



**EXAMPLES OF SECURITY LIGHTS**

## G.8 DECK COMPONENTS



1. Baluster: Railing member that divides space between posts.
2. Beam: Horizontal framing member that supports joists.
3. Blocking: Short lengths of lumber installed between joists to stabilize them.
4. Butt joint: Joint between square-cut ends of lumber.
5. Cap rail: Horizontal railing member laid spanning balusters.
6. Connectors: Metal fasteners attaching joists to each other and to ledger.
7. Decking: Lumber comprising the covering, or floor of the deck.
8. Fascia: Decorative lengths of lumber, usually cedar or redwood, installed over framing members.
9. Flashing: Metal used to protect a joint from moisture.
10. Floor level: Height of interior house floor (behind outer wall where deck is attached). Siding will usually end below this point. Deck floor should be installed lower than this to prevent rainwater/snowmelt seepage into house.
11. Footing: Concrete foundation that supports a structure.
12. Grade: The surface of the ground.
13. Header joist: Structural member parallel to the ledger attached across the ends of joists.
14. Joist: 2× lumber set on edge that supports decking.
15. Ledger: Horizontal framing member made from 2× lumber attached to structural framing of the house.
16. Pad: Concrete slab footing that supports bottom of stairs or heavy accessory such as a spa.
17. Perimeter joists: Joists that form the outer edges of a deck; includes rim joists. (Rim joist: 2× lumber set on edge at the outer edge of a deck.)
18. Post: Vertical framing member supporting beams or railing.
19. Riser: Vertical section of a step, installed behind the tread below and under the one above.
20. Siding: Metal or fiberglass sheathing covering surfaces of outer house walls.
21. Stringer: 2 × lumbers installed diagonally that supports steps on each side.
22. Structural framing: Studs, beams and other wood supporting house.
23. Tread: Horizontal portion of a step, installed flat atop stringers.

## SECTION IV – ARCHITECTURAL REVIEW PROCESS

### H. THE BCC COVENANTS AND THE ARB

#### H.1. BURKE CENTRE CONSERVANCY COVENANTS

Article VI, Section 1(c) of the Covenants is very explicit regarding architectural control:

*"Conditions for Architectural Control. No improvements, alterations, repairs, change of paint colors, excavations, changes in grade or other work, which in any way alters the exterior of any lot or common area or the improvements located thereon from its natural or improved state, existing on the date such property was first subject to this Declaration shall be made or done without the prior written approval of the Architectural Review Board. No building, residence, or other structure, fence, wall or landscaping in lieu thereof, shall be commenced, erected, maintained, improved, altered, made or done on such property without the prior written approval of the Architectural Review Board."*

This paragraph clearly states that prior ARB written approval is required for any changes to the exterior appearance of one's property or common area. It is important to understand that this ARB approval requirement applies to all exterior alterations. Repairs and maintenance that do not change exterior appearances (existing materials, style, color, texture, or dimension) of the property do not require ARB approval, unless specifically required by these Standards.

Article VII, Section 4 of the Covenants allows ARB members and Burke Centre Conservancy staff to enter properties for inspection based on prior notice.

*"Easement to Inspect. There is hereby created an easement in favor of the Conservancy for ingress and egress on any Lot (a) to inspect such property for alleged violations of the Governing Documents, based on formal, written complaints, and/or compliance with architectural standards and/or approved plans for alterations and improvements and (b) performing such maintenance as is required by the Supplementary Declaration on such Lots, provided the Owner of such Lot is given written notice of the purpose and time of inspection at least three days in advance thereof and such inspection is performed during reasonable hours."*

#### H.2. MEETING THE RESPONSIBILITIES OF THE COVENANTS

The Covenants (Article III, Section 4(b) and the By Laws (Article IX, Section 5) establish the duties of the ARB:

- a. Regulate the external appearance and location of the Properties and improvements thereon in such a manner so as to preserve and enhance values and to maintain a harmonious relationship among structures and the natural vegetation and topography.
- b. Within 45 days of a correctly filed application, approve, modify, or disapprove the Architectural Review Application.
- c. Monitor lots for compliance with architectural standards and approved plans for alteration(s).
- d. Adopt procedures for the exercise of its duties and enter them into the Book of Resolutions.
- e. Ensure the periodic inspection of the properties for compliance with architectural standards and approved plans for alteration(s).
- f. Adopt architectural standards subject to the confirmation of the Board of Trustees.
- g. Maintain meeting minutes and records of all actions taken.
- h. Enforce architectural standards and make recommendations to the Board of Trustees in instances of continued/unresolved standards violation(s).

#### H.3. Improvements or Changes within Open Space (Conservancy or Cluster)

Any natural or artificial material installed or changed on the Burke Centre Conservancy or Cluster open space must have the approval of the Board of Trustees based on the recommendation of the ARB and OSC. Nothing shall be installed or changed to any lot or area that encroaches upon the open space. No part of the open space may be put to the exclusive use of fewer than all Conservancy members without the prior, expressed written consent of the Board of Trustees. The Board will consider any request for changes to open space after review by the appropriate cluster, the ARB, and the Open Space Committee, and a determination made with respect to the best interests of the Conservancy as a whole.

## I. KEY PARTICIPANTS

Various parties have functional roles in the architectural review process:

### I.1. **CONSERVANCY MEMBERS**

Each owner and resident within Burke Centre is a member of the Conservancy, and has a direct and important role in the process. Each member's role is ensuring their property is maintained, being knowledgeable of the architectural and maintenance standards, and participating directly in the architectural review process on an individual, cluster or a volunteer basis.

### I.2. **NEIGHBORHOOD CLUSTER ARB REPRESENTATIVES (CLUSTER REPS)**

Appointed cluster committee members have the responsibility of reviewing their cluster's individual homeowner applications and making appropriate recommendations to the ARB.

### I.3. **OPEN SPACE COMMITTEE (OSC)**

A committee composed of volunteers, appointed by the Board of Trustees, the OSC is charged with monitoring and analyzing the community's open space areas and amenities. The committee provides recommendations to the ARB and BOT concerning open space use, maintenance, modification, revitalization, and preservation.

### I.4. **BURKE CENTRE COMMUNITY SERVICES - ARB (CS-ARB) STAFF**

Architectural Program Management: The Director of Administration oversees and provides direction to the CS-ARB staff for the management of applications, standards, motor vehicle parking and towing violations, etc.

Community Services - ARB Coordinator: The coordinator is an ex-officio member of the ARB, acts as the Secretary of the ARB and serves as a liaison to the Director of Administration and the Board of Appeals. The CS-ARB Coordinator reviews Architectural Review Applications for completeness, and accepts properly completed applications for submission to the ARB. The role of this staff member and the interaction with the homeowner/applicant are key to acceptance and processing of residential and non-residential Architectural Review Applications for ARB review and consideration. Architecture and maintenance standard violations identified during cluster and property inspections are also submitted and processed through the CS-ARB Coordinator.

Community Services - ARB Representative: The representative conducts property inspections required for Property Owners' Association Act (POAA) resale disclosure packets, and cluster and property inspections to monitor compliance with Conservancy architectural and maintenance standards.

### I.5. **ARCHITECTURAL REVIEW BOARD (ARB)**

The ARB is composed of Conservancy members from the Conservancy's five neighborhoods, who are appointed by the Board of Trustees for two-year terms, and are responsible for performing the duties specified in Article III of the Burke Centre Conservancy Declaration of Covenants and Restrictions and Article IX of the Burke Centre Conservancy By Laws (see H.2, above). Prior to the monthly ARB meetings, ARB members review applications submitted and scheduled for consideration, including visiting properties, as appropriate, to ensure a clear understanding of the respective properties and the proposed modification(s) as described in the application.

### I.6. **APPEALS BOARD**

The BCC Declaration of Covenants and Restrictions is the basis and authority for the Appeals Board. Section 5, Paragraph 5 (b) reads in part:

Powers. The Appeals Board shall have the power and duty to:

(1) Decide appeals to decisions of the Architectural Review Board; and

(2) Decide cases of alleged infraction of the Governing Documents; and thereupon to compel action or enjoin further action of parties found in violation of the Governing Documents; and

(3) Limitations. The Appeals Board may act upon an appeal only upon written petition of the member or members and shall act in accordance with the Bylaws and the Book of Resolutions. The Board of Trustees, upon its own motion, may reverse or modify a decision of the Appeals Board."

The function of the Appeals Board, in hearing an appeal of an ARB decision is to review the ARB's decision in light of the following criteria:

- 1) The Architectural Review Board followed proper procedures in reviewing the application.
- 2) The applicant/other concerned/ directly affected person(s) received a fair hearing.
- 3) The decision rendered by the Architectural Review Board had a rational basis and was not arbitrary.

#### I.7. **BOARD OF TRUSTEES (BOT)**

The governing board of Burke Centre is obliged to establish, regulate and conduct the business of the association as stated in the Declaration of Covenants and Bylaws. The trustees are responsible for overseeing the enforcement of the governing documents and all other rules, regulations and resolutions. The BOT oversees the actions of both the ARB and Appeals Board. The BOT has the authority to assess monetary charges or to take other legal action, up to and including initiating a lawsuit, to enforce compliance with Conservancy architectural and maintenance standards.

The Board of Trustees (BOT) is the highest board of the Conservancy, and may be asked to consider requests to appeal decisions made by the Appeals Board or the ARB. The BOT has the authority to uphold or overturn decisions of the Appeals Board and the ARB with a two-thirds majority vote of Board members in attendance (e.g., 3 of 5 votes, 4 of 6 votes or 5 of 7 votes).

## J. ARCHITECTURAL REVIEW APPLICATION PROCESS

#### J.1. **PROCESS FOR REVIEWING ARCHITECTURAL REVIEW APPLICATIONS**

The Declaration of Covenants provides that if the Architectural Review Board fails to approve, modify or disapprove in writing a correctly filed application, which the Association has signed as received, within 45 calendar days of the date that the Association signs for such application, approval will be deemed granted.

**Architectural Review Application approval authority rests solely with the entire ARB.** Neither individual ARB members, neighborhood cluster representatives, individual residents nor staff members have the authority to approve an application.

An official deadline for application submission will be established and published in the Conservator in advance of the deadlines and scheduled ARB meetings. Completed applications received and signed for by the ARB Coordinator by the published deadline will be reviewed at that month's ARB meetings. Application received after the published deadline will not be signed for until the start of the following business week and will be reviewed at the following month's ARB meetings.

Upon receipt of a properly completed and accepted Architectural Review Application, the CS-ARB Coordinator delivers the Application to a designated ARB member for his/her review, and forwards a copy of the Application to the identified neighborhood cluster representative for cluster review and input.

As part of the review process, ARB members may visit the properties. Before doing so, ARB members shall contact the homeowners to provide notice.

The designated ARB member reviews the application for compliance with the applicable architectural standard(s). Based upon this review, the ARB member recommends ARB consideration and approval as a Routine Application, or refers the application to the full ARB for review.

*\*Routine Application – the application includes all relevant information pertaining to the proposed modification(s), and the proposed modification(s) complies with all elements of the applicable standard(s) for the modification(s) proposed.*

Any ARB member or Conservancy member may request removal of an application from consideration as a Routine Application.

**The ARB reviews Architectural Review Applications to determine if the proposed modification(s) is (are) consistent with the applicable architecture standard(s), including the six general criteria - design, color, location and impact, scale, workmanship and timing. In reviewing an application, the ARB considers the proposed modification(s), and the attendant impact, within the context of four levels:**

1. Individual property (applicant's dwelling (building) and lot/grounds).
2. Adjacent properties (private lots, open space, natural surroundings).
3. Neighborhood (Cluster and Neighborhood).
4. Burke Centre community as a whole.

**Each** applicant is notified by the CS-ARB staff of the date, time and place of the meeting at which the ARB will consider their application(s). Agendas for ARB meetings, including the addresses of applications, are listed on the BCC web site; agendas are subject to change prior to the meeting.

The Board of Trustees is notified of all non-residential applications for inclusion in their respective neighborhood council meetings.

## **J.2. ARCHITECTURAL REVIEW BOARD MEETINGS**

Monthly ARB meetings are conducted at a Burke Centre community center, and are open to the public.

Routine Architectural Applications Review Meeting.

- Applications identified as Routine Applications are considered and voted on by the ARB
- Applicants and interested parties in attendance may provide information and comments relevant to the applications being considered as Routine Applications
- ARB members may seek clarification or additional information relevant to each application
- Any ARB member or Conservancy member may request removal of an application from consideration as a Routine Application.
- The ARB renders approval or disapproval of the Routine Applications under consideration by a voice vote; Routine Applications may be approved as a group by a vote of the ARB.

Architectural Applications Review Meeting.

- Applications not identified as Routine Applications are considered and voted on individually
- Applicant(s) may provide additional information relevant to their application, modify their application, or withdraw their application.
- ARB members may seek clarification or additional information relevant to each application
- Interested parties may provide information and comments relevant to each application.
- For each application under consideration, the ARB renders approval or disapproval by a voice vote.

## **J.3. APPROVED AND DISAPPROVED APPLICATIONS**

a. Approved applications: ARB approval of an application provides authorization to begin the modification/alteration as described in the application and approved by the ARB. The owner/applicant will receive written notification of the application's approval, including any application amendments and contingencies identified during the ARB review, discussion and approval process.

Discrepancies between the modification or alteration as described in the application and approved by the ARB, and the actual modification or alteration executed may invalidate the approved application. A new Architectural Review Application may be required in such cases.

b. Disapproved applications: The owner/applicant will receive written notification of the application's disapproval and the basis for the disapproval within ten (10) calendar days of the ARB decision.

## **J.4. APPEALS**

a. ARB decisions may be appealed to the Appeals Board by:

- 1) Providing verbal notice of intent to appeal the Architectural Review Board decision to the CS-ARB Coordinator within five (5) *calendar* days of the respective ARB decision, and;
- 2) Completing and submitting a Request to Appeal ARB Decision Form, specifying and describing the basis for the appeal, to the CS-ARB Coordinator within twenty (20) *calendar* days of the respective ARB decision.

b. A request for appeal of an ARB decision must be based on at least one of the criteria established in the Burke Centre Appeals Board Terms of Reference:

- 1) The Architectural Review Board did not follow proper procedures in reviewing the application.
- 2) The applicant/other concerned person(s) did not receive a fair hearing.
- 3) The decision rendered by the Architectural Review Board did not have a rational basis and was arbitrary.

c. Appeals Board decisions may be appealed to the Board of Trustees by:

- 1) Providing verbal notice of intent to appeal the Appeals Board decision to the CS-ARB Coordinator within five (5) calendar days of the respective Appeals Board decision, and;
- 2) Completing and submitting a Request for Appeal to the Board of Trustees form, include a written basis for the request for appeal and a statement clearly describing the desired outcome, to the CS-ARB Coordinator within twenty (20) calendar days of the respective Appeals Board decision.

d. A request for appeal of an Appeals Board decision must be based on at least one of the criteria established in Administrative and Policy Resolution 2C:

- 1) The Appeals Board did not properly comply with the appeals process as established in the governing documents.

2) There is new information germane to the subject of appeal that was not available to the Appeals Board at the time of the Appeals Board's decision and which could have influenced the Board's decision.

3) The Appeals Board declined to hear the appeal of the decision of the ARB, or the Appeals Board rejected the appeal. (Pending approval of amended Resolution 2C).

The BOT may accept requests for appeals with a majority vote of the BOT with a quorum present. BOT decisions on appeals and requests for appeal are final.

**J.5. ARB MEETING MINUTES**

Written minutes of ARB meetings are on file in the BCC office and serve as working documents for community records.

**J.6. EMERGENCY REVIEW PROCESS**

The Burke Centre Conservancy recognizes that, in rare instances, homeowner's must make emergency repairs and replacements to their dwelling or lot in order to protect persons or property, and that the timing of these projects may be such that the homeowner is unable to obtain prior approval, if necessary, from the Architectural Review Board as described in item J.1. of these Standards.

Homeowner's should be aware that an application is not required to replace many common building elements such as roofing, garage doors, entry doors or windows provided the replacement products are installed in the same location and are of the same size, color, design, and material, as applicable, of the items being replaced, and provided the standards for such items are met. Homeowner's should consult the specific standard for the items being replaced for further detail.

Homeowner's who must make an emergency replacement of a building element with a product that does not conform to the original with respect to its location, size, color, design, or material, as applicable, and cannot, due to extenuating circumstances, submit an application within the normal approval process timeline as described in item J.1. of these Standards, must apply for an Emergency Permit from the Board of Trustees to be temporarily exempted from the normal review process prior to the emergency replacement taking place. The homeowner must also submit an Architectural Review Application for the emergency replacement item(s) within thirty (30) calendar days from the date of submission of the Emergency Permit Application. Both applications can be found in Section P. of these Standards and also online at the Conservancy website and the Conservancy mobile App.

The Emergency Permit Application shall serve as a request for a temporary exemption from the normal review process due to the need for an emergency repair or replacement. The request shall be submitted prior to the repair or replacement and a completed Architectural Review Application, P.3., shall be submitted within thirty (30) calendar days.

Upon receipt of a properly completed and accepted Emergency Permit Application, the CS-ARB Coordinator delivers the Application to the Executive Director. The Board of Trustees delegated the authority to issue or not issue the Emergency Permit to the Executive Director in accordance with Article III, Section 3(c) of the Declaration. The Executive Director will review the application for good cause and issue or not issue the Emergency Permit. The CS-ARB Coordinator will notify the homeowner of the decision within one (1) business day of the Application's acceptance.

It remains the homeowner's responsibility to ensure that replacements made prior to approval by the Architectural Review Board meet the specific standards for the item being replaced. Homeowner's that make emergency replacement of elements that do not meet the standards risk having to remove the improvement or modify it in order to meet the standards. It is recommended that any homeowner undertaking an emergency repair consult with the ARB Coordinator, who is a member of the Conservancy office staff, to obtain further guidance on this process.

## **K. CLUSTER SUPPLEMENTAL ARCHITECTURAL STANDARDS**

The Cluster-Established Architectural Standards allow clusters to express their individuality and unique characteristics. A cluster also may wish to control design, color, scale, location or the extent of an alteration to enhance harmony of the cluster's appearance. Clusters develop their standards to establish compatibility and continuity in design, material, location and color within the cluster. **Non-residential clusters may not establish Cluster Architectural Standards.**

**K.1. GENERAL**

**Cluster Supplemental Architectural Standards may not conflict with or be less restrictive than the BCC Architectural Standards.**

**K.2. CLUSTER SUPPLEMENTAL ARCHITECTURAL STANDARD ESTABLISHMENT OR MODIFICATION**

For a cluster to establish, modify or rescind a Cluster Supplemental Architectural Standard, the following process must be followed. The Cluster Committee is responsible for accomplishment of the cluster part of the process; the ARB chairperson is responsible for accomplishment of the ARB part of the process.

- a. The Cluster Committee must notify each owner of record (resident and non-resident) in the cluster of the proposed cluster architectural standard and request the owner's vote.
- b. At least 75% of the cluster's owners of record must respond to the notification by casting a vote.
- c. Among those voting at least 51% must favor the proposed cluster architectural standard.
- d. Once approved by the Cluster, the Cluster Committee forwards the proposed cluster supplemental architectural standard with a copy of the petition containing the Conservancy members' signatures or the cluster voting ballot returns to the ARB for its review.
- e. Upon review, the ARB forwards the proposed cluster supplemental architectural standard to the Board of Trustees with its recommendation for approval or disapproval.
- f. The BOT reviews the proposed cluster supplemental architectural standard and the ARB's recommendation, and approves or disapproves the supplemental standard.

**K.3. APPROVED CLUSTER SUPPLEMENTAL ARCHITECTURAL STANDARDS**

Once approved, Cluster-Established Architectural Standards are maintained by the Conservancy until rescinded or modified. Cluster level Architectural Standards may be reviewed by the ARB during the review of the Burke Centre Conservancy Architectural Standards. In cases where a cluster has a Supplemental Architectural Standard and there is no longer a cluster committee, the neighborhood Trustee for that cluster shall be responsible for ensuring the Cluster Supplemental Architectural Standards are reviewed. Conservancy members **may obtain a copy of appropriate approved Cluster Supplemental Architectural Standards by contacting the Conservancy office.**

**L. ARCHITECTURAL STANDARDS REVIEW**

**BURKE CENTRE CONSERVANCY ARCHITECTURAL STANDARDS REVIEW**

The BCC Architectural Standards are formally reviewed every five years. Reviews are led by the ARB, and may include a review of the Cluster-Supplemental Architectural Standards by cluster committees. Cluster committees may decide to update cluster supplemental standards through a formal vote of their members.

Upon completion of the architectural standards review, the ARB will submit to the Board of Trustees (BOT) for their consideration a revised architectural standards document that includes all recommended standards updates and revisions. Upon BOT approval, the revised architectural standards are published and made available to homeowners and residents.

If the need to revise any part of the BCC Architectural Standards arises between scheduled reviews, a modified process may be used with the ARB submitting recommended revisions to the BOT for its consideration. Approved revisions become part of the BCC Architectural Standards and made available to the homeowners and residents.

## SECTION V – PROPERTY MAINTENANCE AND ENFORCEMENT PROCEDURES

### M. PROPERTY MAINTENANCE

Properly maintained lots are important for safety and to maintain the visual character and economic value of the property, surrounding properties, the neighborhood, and Burke Centre as a community. Each owner and resident is required to maintain their property consistent with the requirements published in these Burke Centre Conservancy Architectural Standards.

#### M.1. PROPERTY OWNERSHIP

Property ownership within Burke Centre includes the responsibility for maintenance of all structures and grounds that are part of the property, and is recognized in Article V, Section (2a) of the Covenants, *each owner shall keep all lots owned by him, and all improvements thereon, in good order and repair, free of debris, all in a manner and with such frequency as is consistent with good property management.*

#### M.2. PROPERTY MAINTENANCE

Property maintenance includes preserving the appearance of the property, and repairing or replacing materials that have deteriorated. Property maintenance includes, but is not limited to, grounds maintenance, disposal of trash and debris, and proper maintenance of each structure on the lot including driveway, walkway, and mailbox to ensure aesthetic appeal. Some examples considered violations of the covenants, are:

- a. Any surface with peeling, fading or chalking paint or stain, or discolored due to mildew and/or mold
- b. Siding or trim, inclusive of shutters, fascia and flashing, that is severely faded, mismatched, broken, rotted, dirty, discolored due to mildew and/or mold, dented, damaged, or missing
- c. Mailboxes and/or mailbox post/stands that are dented, need painting or are discolored due to mildew and/or mold, or have missing parts, or damaged or deteriorated components and/or support posts
- d. Gutters or downspouts that are bent, dented, sagging, missing, dirty, or discolored due to mildew and/or mold
- e. Driveways, walkways, decks or porches that have broken surfaces or components, or are deteriorated
- f. Incomplete or unfinished exterior alterations
- g. Inappropriate storage of building materials, lawn maintenance equipment, toys or refuse.
- h. Fences that have broken, deteriorated, leaning or missing components
- i. Lawns not neatly mowed and maintained and/or without trimming around man-made surfaces, structures, planted areas and trees
- j. Lawn areas void of ground cover or overgrown with weeds
- k. Conditions which are causing, erosion or adverse drainage impacts
- l. Dumping organic debris (leaves, grass clippings, branches) in a non-approved compost area, on the property, on adjacent property, or on open space
- m. Shrubs and trees obstructing walkways, pathways, and streets
- n. Litter

#### M.3. STORAGE AND USE OF TRASH AND RECYCLING CONTAINERS

**For health and aesthetic reasons, trash and recyclables shall be placed in closed, rodent/animal proof containers by the curb in front of the homeowner's property no earlier than the evening prior to the scheduled pick-up day. Plastic bags or cardboard boxes are not adequate trash or recyclables containers. Lawn/yard debris shall be in closed clear plastic or paper bags and brush debris appropriately bundled, and placed at curb on appropriate pickup days. Residents are responsible for making arrangements for special pickups of appliances or furniture.**

**Single Family Home and Duplex:** Trash and recyclable materials shall be stored in appropriate trash and recycling containers and not visible from street view. Trash and recycling containers shall be stored at the rear or side of the property on all days other than scheduled pick up days. If stored at the side of the property, containers must be properly screened so as to not be visible from street view (see Screening E.50.).

**Townhome:** Trash and recyclable materials shall be stored in appropriate trash and recycling containers and not visible from street view. Trash and recycling containers shall be stored in accordance with one of the following on all days other than scheduled pick-up days:

- At the rear of the property, or
- At the side of the property, with containers properly screened so as to not be visible from street or parking lot view (see Screening E.50.), or

- Within properly constructed and approved (by the Burke Centre Conservancy), centralized enclosures designed for the storage of trash and recycling containers.

Consideration will be given on a case-by-case basis, based on lot configuration that prevents compliance with the above standard, for storage of trash and recycling containers in the front of the property adjacent to the dwelling unit's front facade. In this case, storage of trash and/or recycling containers will be based on an approved ARB application and will comply with the following:

- Trash and/or recycling containers shall be screened so as not be visible from street or parking lot view and so as not to impede use of, or access to, walkways, porches, stoops, or entry doors
- Screening material may be evergreen vegetation, or framed lattice (see Screening E.50.), and in accordance with the respective Cluster Supplemental Architectural Standard, as applicable
- For proposed framed lattice screening, the ARB will consider the design, material, color, dimensions, location and impact of the proposed screening, and the consistency or compatibility (depending upon the design type of the dwelling unit and townhome row) of the proposed material, color, location and dimensions with the dwelling unit and the townhome row

**Quadruplex and Condominium:** Trash and recycling materials shall be stored in appropriate trash and recycling containers. On all days other than pick-up days, trash and recycling containers shall be stored out of neighbors' view, or within fenced enclosures approved by the Burke Centre Conservancy.

#### **M.4. MAINTENANCE PLANNING**

Maintenance planning is the responsibility of each property owner. Several maintenance requirements including, but are not limited to, roof replacement, siding replacement, foundation, driveway, and walkway repairs, are typically very costly. Owners should anticipate these repairs and develop a financial plan to ensure repairs can be done when they become necessary. Cost of repairs/maintenance is not a mitigating factor in relieving an owner of maintenance responsibilities.

#### **M.5. STORAGE**

Proper storage requires the owner to store all items in a neat and orderly fashion to maintain the aesthetic appeal of the property. Items may include, but are not limited to, toys, ladders, gardening/ landscaping equipment, or recreational equipment. Acceptable exterior storage includes approved sheds and properly screened, under deck storage areas. Garden hoses may be stored outside on a seasonal basis if they are located on a fixed-mount storage container (hose reel) fastened to the dwelling or other structure (deck, shed). Hoses located on a portable/mobile cart shall be stored within three (3) feet of the structure.

Automobiles shall not be stored in sheds or in screened under deck areas nor parked on non-paved property. Parking or storage of inoperable vehicles on property lots is prohibited.

Recreational vehicles, watercrafts (to include kayaks and canoes), campers and trailers may only be stored on the owner's property within a garage or screened enclosure approved by the ARB. Temporary parking of recreational vehicles (RV), campers, trailers and related equipment on the homeowner's property is permitted for a maximum of -48 hours for the purpose of loading, unloading or preparing for a trip/use. The Burke Centre Conservancy Executive Director may authorize temporary parking exceeding 48 hours pursuant to a written request submitted to the Conservancy Administrative Office. Written requests must include the inclusive dates for the temporary parking and the specific justification for the request, and must be received by the Conservancy Administrative Office no later than four working days prior to the start date of the requested parking period. Fairfax County Community Parking District restrictions apply.

Owners who have guests with an RV or camper that will be located on the owner's property shall obtain a temporary vehicle parking permit from the Conservancy ARB staff.

#### **M.6. TREE AND LANDSCAPE MANAGEMENT**

The intent of the Conservancy's motto, "*Nature and Community in Harmony*," is to create a complementary relationship between development and nature's beauty. Trees and the common areas are significant contributors to that relationship. Under an integrated land management plan, the Board of Trustees and the ARB considers an owner's property in proportion to the rest of the community, rather than solely focus on isolated individual components of the property. This embodies the protection and preservation of trees, while considering their impact on the entire landscape of the property and surrounding community.

Homeowners are encouraged to regularly prune trees on their property to help control and mitigate any undesired impacts of natural tree growth. Pruning should be accomplished in a manner that will not jeopardize the health of the tree, Pruning shall not be excessive resulting in permanent disfigurement or death of the tree – generally no more than 25% of a tree should be removed during a single pruning. Trees with branches that

extend across decks and roofs, causing a natural flow of leaves and/or flowerings to fall into the yard and/or gutter system are not considered disruptive or a nuisance.

BCC's Tree Policy (Administrative and Policy Resolution No. 6-C8) sets forth the community's tree maintenance policies and establishes the respective responsibilities of the homeowner/resident, Cluster committee, the Conservancy, the Open Space Committee, and the ARB with regard to tree maintenance and tree removal within Burke Centre.

**With regard to Private Property and Residential Lots, the policy provisions include the following:**

*"The Conservancy recognizes that trees constitute a valuable aspect of our natural resources and therefore promotes a policy of tree conservation whenever possible. To that end, the removal of healthy trees from the properties is subject to review by the Burke Centre Conservancy Open Space Committee and/or the Architectural Review Board.*

*Owners or their authorized agents may prune any tree branches that may damage their structure.*

*The Conservancy will not remove limbs from trees located on property owned or leased by the Conservancy which extend over Private Property.*

*Owners or their authorized agents have the right to prune or remove limbs that extend over their property lines at their cost. Pruning or removal must be accomplished in a manner which will not jeopardize the health of the tree. If excessive pruning or removal is done, resulting in a permanent disfigurement or death of a tree, the owner may be held liable for replacement of the tree.*

*Owners or their responsible agents may not trim beyond their property line unless granted written permission by the property owner or the Conservancy, whichever is applicable.*

*Owners may not remove trees outside their property lines.*

*Owners shall make the Conservancy aware of any tree or limb that is in danger of falling on private property.*

*Owners are responsible for the removal of trees and debris from their properties that have fallen from other properties due to an Act of God."*

## **N. ENFORCEMENT PROCEDURES**

Enforcement of the Architectural Standards ensures owners and residents that design and aesthetic quality will be maintained, thereby enhancing property values and the community's overall appearance and environment. The Conservancy's architectural and maintenance standards apply to all of Burke Centre, to include every lot and each Conservancy member. The Architectural Review Board (ARB) is charged with enforcing these standards. Condominiums within Burke Centre hold a unique status in this aspect in that while the Conservancy's architectural and maintenance standards apply to condominiums, these units are also subject to their own rules and architectural guidelines. Under specific circumstances and in accordance with agreement between the condominium association and Burke Centre Conservancy, the condominium association's standards may be enforced by BCC.

**N.1.** The Covenants (Article III, Section 4 [b] [2]) require the ARB to monitor Lots for compliance with architectural standards and approved plans for alteration. The Conservancy By Laws (Article IX, Section 5 establishes the duties of the ARB to regulate the external design, appearance and locations of the properties and improvements thereon, and requires the ARB to ensure the periodic inspection of the Properties for compliance with architectural standards and approved plans for alteration.

**N.2.** The following enforcement procedures have been adopted by the Board of Trustees:

- 1) A property inspection is conducted by the Community Services-ARB representative to verify compliance with the Conservancy's architectural and maintenance standards.
- 2) Upon identification of a standard(s) violation(s), the property owner is notified in writing of the violation(s). If the property is not owner-occupied, the notification letter is mailed to the owner and/or property Management Company, with a copy mailed to the tenant.
- 3) A copy of the notification letter is also provided to the respective cluster representative, if applicable.
- 4) Upon notification, the property owner has up to sixteen (16) calendar days, or such shorter period of time as the Executive Director shall deem appropriate in the circumstances, to correct the violation(s).

- The property owner may request an extension, due to extenuating circumstances, by contacting the CS-ARB staff. This date shall be known as the compliance date.
- 5) At the expiration of the time period established in 4), above, a follow-up property inspection is conducted by the CS-ARB representative to determine if the violation(s) have been corrected. If the follow up property inspection requires entering the property, the compliance date shall serve as notice.
  - 6) If the violation(s) has been corrected, the violation(s) is dismissed.
  - 7) If the violation(s) has not been corrected by the expiration of the time period established the property owner is notified by certified mail/return receipt stating the violation(s) and a date to appear at a scheduled hearing before the ARB. The property owner is given fourteen (14) calendar days written notice of the scheduled hearing. The CS-ARB staff may grant an extension and reschedule the hearing based on a request from the property owner and due to extenuating circumstances.
  - 9) The ARB conducts a hearing to review the status of the violation(s), receive property owner input, and determine follow up actions, which may be:
    - a. Dismiss the violation(s); or
    - b. Hold the case in abeyance pending corrective action(s) to be completed by the property owner as agreed to by the ARB; or
    - c. Refer the violation to the Board of Trustees with a recommendation to impose monetary charges of up to \$10 per day for up to 90 days, or up to \$50 for each violation;
    - d. Refer the violation(s) to the Board of Trustees with a recommendation that the Conservancy and/or its agents enter the property and correct the violation(s). In this event, the Board of Trustees may assess a Restoration Assessment against the owner of the property to recover all costs associated with the corrective actions; or
    - e. Refer the violation(s) to the Board of Trustees with a recommendation for legal action, which could result in a property lien by the Conservancy.
  - 10) After the hearing, the property owner is notified in writing by certified mail/return receipt requested, of the hearing result. If the violation is referred to the Board of Trustees, the property owner is provided fourteen (14) calendar days notice by certified mail/return receipt requested, of the date of the scheduled hearing before the Board of Trustees.
  - 11) The Board of Trustees conducts a hearing, receiving input from the property owner, concerned resident(s) and/or cluster representatives, considers the ARB recommendation(s) and takes one of the following actions:
    - a. Dismiss the violation(s); or
    - b. Hold the case in abeyance pending corrective action(s) to be completed by the property owner as specified by the Board of Trustees; or
    - c. Impose monetary charges; or
    - d. Direct the Conservancy staff and/or its agents enter the property and correct the violation(s). In this event, the Board of Trustees may assess a Restoration Assessment against the owner of the property to recover all costs associated with the corrective actions; or
    - e. Forwards the violation to the Conservancy's attorney to begin legal action.
  - 12) Within seven (7) days after the Board of Trustees hearing, the ARB staff notifies the property owner in writing by certified mail, return receipt requested, of the results of the hearing.
  - 13) At any time during this procedure, the property owner may submit a written request for re-inspection of the respective violation(s) to verify the violation(s) has/have been corrected. Upon verification by the Community Services-ARB staff that the violation(s) has (have) been corrected, the case is closed; however, any incurred costs of correction by the Conservancy or its agents may be assessed against the property owner.

**N.3.** All owners are expected to exercise their responsibility as members of a PRC. Owners who demonstrate a consistent and repetitive pattern of disregarding this responsibility are subject to having their Conservancy member privileges suspended or revoked, and may be subject to legal action. Examples of disregard include, but are not limited to, repeat offenders of the same or similar in nature, more than three violations of any type within a twelve-month period or a significant number of multiple concurrent violations. Additionally, owners who attempt to circumvent the intent and spirit of proper maintenance by submitting applications for modifications that are clearly prohibited, repetitively submitting an application that has no substantive difference from a previously disapproved application or owners who temporarily correct a violation to pass an inspection and then cause or allow the violation to recur in an attempt to delay corrective action or responsive action by the ARB, are also considered to be abdicating their responsibility, and thus are subject to having their Conservancy member privileges suspended or revoked, and may be subject to legal action.

**N.4.** An exterior modification(s) that requires an approved ARB application and is started or completed without one is a violation of the BCC architectural standards and the BCC Covenants. As such, the ARB may recommend the imposition of monetary charges or other actions as discussed in Section N.2.9. above for failure to obtain an approved Architectural Review Application before making the exterior modification(s). The violation may be addressed by the property owner submitting a completed Architectural Review Application.

## **O. VIRGINIA PROPERTY OWNERS ASSOCIATION ACT (POAA)**

- O.1.** The Virginia Property Owner's Association Act (POAA) requires all sellers to disclose the existence of a mandatory property owners' association, and the purchaser be provided with a disclosure packet covering the following:
- 1) The Community's Covenants, Restrictions, Rules and Regulations.
  - 2) Budget, Financial and Insurance Statements.
  - 3) Financial and Architectural Estoppel Certificates, architectural standards
  - 4) Community center use and rentals, pool and tennis rules, etc.
- O.2.** The contract seller shall be aware the sale of the property is dependent on the purchaser receiving and reviewing the disclosure documents. For any exterior modification not previously approved, the owner shall submit an ARB application to seek approval, or restore the property to the pre-existing state prior to settlement; or alternatively, the owner may escrow funds to the purchaser in order to bring all violations into compliance within 60 days of the settlement date.
- O.3.** Article VI, Section 3 of the Covenants requires that an Estoppel Certificate be issued prior to settlement. The certificate provides information on the current status of any assessment payments or charges due upon the property and certifies whether there are any violations of the governing documents on the property.
- O.4.** The Contract Seller shall be aware of property inspections. In accordance with Article IX of the Burke Centre Bylaws, the Conservancy staff conducts property inspections to ensure compliance with Burke Centre Conservancy Architectural Standards, specifically, maintenance standards and all approved plans for exterior modifications. Inspections may occur as a follow up action to an approved or disapproved exterior modification application, pursuant to a general inspection schedule, or at the request of a Conservancy member, cluster representative, the CS-ARB representative, ARB and/or the Board of Trustees.
- O.5.** It is the responsibility of the contract seller to request an Estoppel Certificate from the Conservancy Office, at least 10 days prior to the settlement date. This action is separate from the notification requirements that are required by the Virginia Property Owner's Association Act.
- O.6.** The new owner assumes responsibility for all reported and unresolved architectural and maintenance violations upon legal transfer of property.

## SECTION VI – ARCHITECTURAL REVIEW APPLICATION INSTRUCTIONS & FORMS

### P. Architectural Review Application, Open Space Addendum, and Duplex/Quadruplex Addendum

#### P.1. COMPLETING THE ARCHITECTURAL REVIEW APPLICATION

ITEM #	ITEM	INFORMATION REQUIRED
1	Owner's Name	Enter the name of the owner of the property (non-residential may be primary leasee or operating principal (public/non-profit)).
2	Email Address	Write the primary email address of the property owners.
3	Address	Write the full street address of the property.
4	Phone Numbers	Write the property owner's primary phone number.
5	Summary	In six (6) or fewer words, state the change(s) to your property. <i>Examples: siding and roof; build a deck; install a swing set; add a new family room; replace the windows; etc.</i>
6	Location of Proposed Change	Mark one box as applicable from the following options: <input checked="" type="checkbox"/> Front of house <input checked="" type="checkbox"/> Back of house <input checked="" type="checkbox"/> Side of house <input checked="" type="checkbox"/> Front yard <input checked="" type="checkbox"/> Back yard <input checked="" type="checkbox"/> Side yard <input checked="" type="checkbox"/> Other:
7	Property Type	Mark one box as applicable from the following options: <input checked="" type="checkbox"/> <u>Single Family</u> : not connected to other homes. <input checked="" type="checkbox"/> <u>Duplex</u> : (2) homes are connected by one common wall. <input checked="" type="checkbox"/> <u>Townhome</u> : connected to a row of other homes (see drawing in N.6). <input checked="" type="checkbox"/> <u>Quad</u> : (4) homes are configured in a square. <input checked="" type="checkbox"/> <u>Non-residential: with a property that the primary purpose is not living space (e.g. commercial)</u> <input checked="" type="checkbox"/> <u>Condominium</u> <input checked="" type="checkbox"/> <u>Other</u> :
8	Description of Proposed Change	Write a detailed description of the proposed modification(s), to include materials, styles, dimensions, colors and any other relevant information. Attach additional sheet if needed.
9	Description of Current Condition	Write a detailed description of the current condition of the proposed area or element for proposed modification(s), to include materials, styles, dimensions, colors and any other relevant information. Attach additional sheet if needed.
10	Photos	Include photos of the proposed location and of the dwelling.
11	Physical Sample(s)	<b>REQUIRED</b> for any material replacement, such as roof shingles, siding and trim, or color change, such as paints and stains.
12	Plan Drawings	<b>REQUIRED</b> for any major modification, including additions, decks, fences, porches, sheds, etc. <input checked="" type="checkbox"/> Mark the box next to the types of plan drawings that are being included in your application: front/back elevations or side elevations
13	Landscaping and Drainage	<input checked="" type="checkbox"/> Mark the box next to YES if the change to your property includes landscaping or drainage and include the details in #9. <input checked="" type="checkbox"/> Mark the box next to NO if no changes are anticipated.
13	Plat	<b>REQUIRED</b> to show location of proposed modifications. Map / survey that identifies your property lines, most often found in the documents at settlement.
14	Product Pictures and Literature	<b>REQUIRED</b> for any modification. <input checked="" type="checkbox"/> Mark the box next to pictures and/or manufacturer's literature when examples are submitted.

15	Neighbors Most Adjacent (Residential applications only)	(a) Have two (2) residents of properties adjacent to your property write their names. Adjacent properties are considered those that share a lot line with your property. In situations where two signatures cannot be obtained due to unavailable residents, signatures from residents at neighboring properties will be accepted at the discretion of the Community Services Coordinator - ARB. (b) Have the neighbors write their street address. (c) Have the neighbors sign their names acknowledging awareness of the proposed modification. Submit an additional sheet attached to the application if additional signatures are required.
16	Certification	Read all the statements listed. Sign and date application.

**P.2. COMPLETING THE OPEN SPACE ADDENDUM**

ITEM #	ITEM	INFORMATION REQUIRED
17	Cluster Name / Cluster Chair (POC)	Enter the name of the Cluster and the Cluster Chair or the Person of Contact for the application.
18	Phone Number / Email	Write the daytime phone number and email address.
19	Location of Proposed change	Mark one box as applicable from the following options: <input checked="" type="checkbox"/> Cluster Open Space <input checked="" type="checkbox"/> Conservancy Open Space
20	Funding Source Funding Approval	Mark one box as applicable from the following options: <input checked="" type="checkbox"/> Yes <input checked="" type="checkbox"/> No Mark one box as applicable from the following options: <input checked="" type="checkbox"/> Cluster <input checked="" type="checkbox"/> Trustee <input checked="" type="checkbox"/> BOT
21	Long Term Maintenance	Mark one box as applicable from the following options: <input checked="" type="checkbox"/> Yes <input checked="" type="checkbox"/> No Write the name the funding source: List the maintenance requirements and the responsible entity.
22	Cluster Recommendation	List the number of Cluster Votes: _____ Yes Votes _____ No Votes Date of Cluster Meeting: <u>Month/Day/Year</u>
23	Other Acknowledgments	a) Name of Neighborhood and Date of Neighborhood Council Meeting the application was discussed. b) Acknowledgment Signature of Neighborhood Trustee c) Write the name of the Most affected clusters/homeowners in the area and have them sign their name.
24	Certification	Read all the statements listed. Sign and date application.



16. Certification (Read each statement below):

**I understand the following:**

- a) I am responsible for ensuring that the modification does not violate any applicable Fairfax County codes or Resource Protection Area (RPA) guidelines.
- b) I am required to comply with all Fairfax County construction and/or renovation requirements.
- c) No construction or exterior modification may be undertaken by me or on my behalf prior to approval of this application.
- d) If modifications have been made without an approved application, I may be required to return the property to its former condition at my own expense if this application is disapproved wholly or in part, and that I may be required to pay all legal expenses incurred.
- e) **Members of the Conservancy CS-ARB Staff and Volunteer ARB Members are permitted to enter upon my property at any reasonable time for the purpose of inspecting the proposed project, the project in process, and the completed project, and that such does not constitute a trespass.**
- f) Approval is contingent upon construction or modifications being done in a professional manner.
- g) The authority granted by this application will be revoked automatically if the project has not been completed within the 180 days of the approval date of this application or as specified by the ARB.
- h) When a modification is permitted to be located in an easement area, it is with the understanding that removal may be required in order to perform maintenance in the easement area, and the Burke Centre Conservancy will not be responsible for modification replacement.
- i) If any modification on my property creates an adverse drainage impact to the lot and /or any adjacent property, I may be required to modify my property, at my own expense, to correct the adverse drainage impact.

**I certify the following:**

- j) Nothing (e.g., equipment, deck, fence, addition, planting, tree, landscaping or other improvement) is/will be installed beyond my property line and that no part of this requested exterior modification will encroach onto Burke Centre Conservancy or cluster open space.
- k) I have read and understand the appropriate sections of The Burke Centre Conservancy Architectural Standards and any applicable Cluster Supplemental Standards that pertain to this application and my proposed modification(s).

**ANY INCOMPLETE APPLICATION WILL BE RETURNED FOR CLARIFICATION AND/OR COMPLETION. PLEASE CONSULT YOUR BURKE CENTRE ARCHITECTURAL STANDARDS AND ANY APPLICABLE CLUSTER GUIDELINES BEFORE FILING THIS APPLICATION.**

The signature of the property owner constitutes acknowledgement and agreement to the above statements.

\_\_\_\_\_  
SIGNATURE OF THE PROPERTY OWNER

\_\_\_\_\_  
DATE

\*\*\*\*\*

**NON-RESIDENTIAL PROPERTY:**

- l) I understand that I am required to comply with all Fairfax County Zoning Ordinances and be in conformance with the Fairfax County Comprehensive plan.

The signature of the primary lease holder or property/legal representative constitutes acknowledgement and agreement to the above statements.

\_\_\_\_\_  
SIGNATURE OF THE PRIMARY LEASE HOLDER

\_\_\_\_\_  
DATE

\_\_\_\_\_  
SIGNATURE OF THE PROPERTY/LEGAL REPRESENTATIVE

\_\_\_\_\_  
DATE

\*\*\*\*\*FOR INTERNAL USE BY THE CONSERVANCY STAFF ONLY\*\*\*\*\*

Date of acceptance: \_\_\_\_\_

Cluster Name and Representative: \_\_\_\_\_

Recommendation: \_\_\_\_\_

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

ARB Representative: \_\_\_\_\_

Remarks: \_\_\_\_\_

Action: \_\_\_\_\_

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

**P.4 BURKE CENTRE CONSERVANCY - OPEN SPACE ADDENDUM**

17. CLUSTER NAME: \_\_\_\_\_ 18. CLUSTER CHAIR/POC: \_\_\_\_\_

18 (a). CLUSTER POC PHONE #: \_\_\_\_\_ 19 (b). Cluster POC EMAIL: \_\_\_\_\_

19. LOCATION OF PROPOSED CHANGE:  Cluster Open Space  Conservancy Open Space

20. FUNDING: Funding Source Identified  YES  NO FUNDING SOURCE \_\_\_\_\_  
 FUNDING ALLOCATION APPROVED BY  CLUSTER  TRUSTEE  BOT (For Conservancy Open Space)

21. LONG-TERM MAINTENANCE REQUIREMENTS AND RESPONSIBILITY IDENTIFIED AND FUNDED:  YES  NO  
 Requirements: \_\_\_\_\_

Responsible entity: \_\_\_\_\_

22. CLUSTER RECOMMENDATION: \_\_\_\_\_ YES VOTES \_\_\_\_\_ NO VOTES DATE: \_\_\_\_\_

**23. OTHER ACKNOWLEDGEMENTS:**

(a) NEIGHBORHOOD COUNCIL MEETING: Council: \_\_\_\_\_ DISCUSSED Date: \_\_\_\_\_

(b) NEIGHBORHOOD TRUSTEES SIGNATURE(S) \_\_\_\_\_ Date: \_\_\_\_\_

(c) ACKNOWLEDGMENT OF TWO MOST AFFECTED HOMEOWNERS/CLUSTER(S) IN THE AREA OF THE PROPOSED CHANGE (S) AND/ OR HAVE A VIEW OF THE PROPOSED CHANGE (S).

(a) Cluster:	(a) Cluster:
(c) Signature:	(c) Signature:
(d) Comment Attached <input type="checkbox"/> YES <input type="checkbox"/> NO	(d) Comment Attached <input type="checkbox"/> YES <input type="checkbox"/> NO
(e) [ ] Initial here to comment before approval.	(e) [ ] Initial here to comment before approval.

**CLUSTER: IF RECOMMENDING DISAPPROVAL, THE REASON/JUSTIFICATION MUST BE ATTACHED TO THIS FORM.**

**24. CERTIFICATION: (Read each statement below)**

- a) The proposed alteration submitted for approval does not violate any Fairfax County codes or Resource Protection Area (RPA) guidelines.
- b) Description of the proposed change has been submitted by the applicant to the Conservator no less than 30 or greater than 60 days prior to processing the application to allow for Public Notice period.
- c) All residents affected by this application have been notified of the pending application and allowed the opportunity to address the Neighborhood Council of their support or concerns.
- d) I/We understand that I/we shall meet Fairfax County construction and/or renovation requirements.
- e) I/We understand and agree that no work on this application shall begin until receipt of written approval of the Open Space Committee, Board of Trustees and Architectural Review Board.
- f) I/We understand that no construction or exterior alteration by the submitter or on behalf of the Cluster prior to approval of this application is allowed. If alterations are made prior to application approval, and the application is disapproved wholly or in part, I/we understand what I/we will be required to return the open space property to its former condition at our own expense, and that I/we may be required to pay all legal expenses incurred.
- g) I/We understand that members of the Conservancy Staff, ARB and Open Space members are permitted to enter this and adjacent property at any reasonable time for the purpose of inspecting the proposed project, the project in process, and the completed project, and that such does not constitute a trespass.
- h) I/We understand that approval is contingent upon construction or alterations being made in a professional manner.
- i) I/We understand the authority granted by this application will be revoked automatically if the project has not been completed within 180 days of the approval date of this application or as modified or specified by the BOT. If a project is required to take longer than 180 days to complete, special approval by the BOT must be requested and obtained in advance of commencing of the project.
- j) I/We understand that when the alteration is permitted to be located in an easement area, it is with the understanding that removal may be required in order to perform maintenance in the easement area, and the Burke Centre Conservancy will not replace such alteration changes.
- k) I/We certify that nothing (e.g. equipment, plantings, trees, landscaping changes or other improvement) is/will be installed beyond Burke Centre Conservancy or Cluster Open Space including into adjacent residential or commercial property.
- l) I/We understand that if any alteration creates an adverse drainage impact to the lot and/or any adjacent property, I/we may be required to modify the property, at our expense, to correct the drainage impact.
- m) I/We certify that I/We have read and will comply with the appropriate sections of the Burke Centre Conservancy. Architectural Standards and any applicable Conservancy and Cluster Supplemental Standards, and any applicable RPA and/or Fairfax County Code and Regulations that pertain to this application and the proposed project.

The signature of the application/Cluster Chair/POC constitutes acknowledgement and agreement to the above statements.

\_\_\_\_\_  
SIGNATURE OF APPLICANT/ CLUSTER CHAIR/POC

\_\_\_\_\_  
DATE

\*\*\*\*\* FOR INTERNAL USE ONLY \*\*\*\*\*

**Date of acceptance:** \_\_\_\_\_

**Open Space Committee:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Recommendation:** \_\_\_\_\_

**Action:** \_\_\_\_\_

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Board of Trustees**

**Remarks:** \_\_\_\_\_

**Action:** \_\_\_\_\_

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Duplex and Quadruplex Addendum**

The addendum shall be included with Architectural Review Applications for following items: Fences, Garage Doors, Gutters and Downspouts, Roof Shingles, Shutters, Siding, Trim, Windows. Separate addendums shall be submitted for multiple items. Duplexes shall obtain the signature of the adjoining duplex property owner. Quadruplexes shall obtain addendums from the three adjoining quadruplex property owners.

I, \_\_\_\_\_, owner of \_\_\_\_\_,

*Print Name*

*Print Address*

agree that when the time comes for my \_\_\_\_\_ to be replaced,

*Item*

I will replace it with the same color, style, brand, material and size (as applicable) listed below.

Style: \_\_\_\_\_

Color: \_\_\_\_\_

Brand: \_\_\_\_\_

Material: \_\_\_\_\_

Size (as applicable): \_\_\_\_\_

\_\_\_\_\_  
*Signature*

\_\_\_\_\_  
*Date*

**P.6. BURKE CENTRE CONSERVANCY – EMERGENCY PERMIT APPLICATION**

In accordance with Architectural Standard J.6., the following shall serve as a request for a temporary exemption from the normal review process due to the need for an emergency repair or replacement. The request shall be submitted prior to the repair or replacement and a completed Architectural Review Application, P.3., shall be submitted within thirty (30) calendar days.

**1. CERTIFICATION**

The Board of Trustees, empowered by Article VI, Section 1 (e) of the Burke Centre Declaration of Covenants and Restrictions, may issue a temporary permit to except prior approval for exterior modification(s), provided the Board can show good cause.

The Board of Trustees, in its sole discretion, will determine if there is good cause for issuing such a permit based upon the emergency circumstances described by the homeowner on the permit application.

Submission of a permit application does not guarantee that a permit will be issued.

Issuance of an Emergency Permit does not absolve the homeowner from the responsibility to properly submit an Architectural Review Application for the exterior modification(s).

Failure to submit a completed Architectural Review Application within thirty (30) calendar days will result in the nullification of an approved Emergency Permit.

**The signature of the property owner constitutes acknowledgement and agreement to the above statements.**

\_\_\_\_\_  
**SIGNATURE OF THE PROPERTY OWNER**

\_\_\_\_\_  
**DATE**

**2. OWNER’S NAME:** \_\_\_\_\_

**3. OWNER’S PRIMARY EMAIL ADDRESS:** \_\_\_\_\_

**4. ADDRESS OF PROPOSED MODIFICATION(S):** \_\_\_\_\_

**5. OWNER’S PRIMARY PHONE NUMBER:** \_\_\_\_\_

**6. DESCRIPTION OF EMERGENCY CIRCUMSTANCES THAT PREVENTS OBTAINING PRIOR APPROVAL:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\*\*\*\*\* FOR INTERNAL USE ONLY \*\*\*\*\*

**Date of acceptance by CS Coordinator - ARB:** \_\_\_\_\_

**Executive Director**

Remarks: \_\_\_\_\_

Action: \_\_\_\_\_

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