

DRAFT DRC GUIDELINES
June 9, 2010

Civic Association of Hollin Hills (CAHH)
Design Review Guidelines

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Section I: Introduction and Purpose of the Design Review Guidelines

From the beginning, Hollin Hills has been a unique place. Its hilly terrain, curvilinear street patterns, and modernist, open-plan houses with huge windows, were unlike any other neighborhood in Virginia and among the few modernist post-war subdivisions nationwide. Hollin Hills grew out of careful, holistic, planning by developer Robert Davenport, architect Charles Goodman, and landscape architects Bernard Voigt, Eric Paepcke, and Dan Kiley. The first of many accolades and awards for Hollin Hills came shortly after the first homes were completed and occupied. Invariably, the citations stressed design excellence:

“Best Houses Under \$15,000.” *Life*, 1951

Hollin Hills named “Nation’s Outstanding Development.” Southwest Research Institute, 1951

Charles M. Goodman named “Architect of the Year.” Southwest Research Institute, 1951

Robert C. Davenport named “Developer of the Year.” Southwest Research Institute, 1951

“Best Home for Family Living.” *Parents’ Magazine*, 1952

“One of 10 Buildings in America’s Future.” The American Institute of Architects, 1957

Design excellence has been an inherent part of the character of Hollin Hills throughout its six-decade history. That character has been guarded by protective covenants on the land, required for the development to qualify for FHA mortgage underwriting. The protective covenants — and the Design Review Committee formed by the community to interpret their application on behalf of the community — have served Hollin Hills well, as evidenced by the awards and accolades won since the “last house” was completed in 1971:

Fairfax County Inventory of Historic Sites, 1977

“Test of Time Award.” Virginia Society of the American Institute of Architects, 1982

“Design Award for Continuing Contributions to Community Appearance,” Northern Virginia Community Appearance Alliance, 1989

National Register of Historic Places, nomination pending 2010

Design excellence has remained a priority for Hollin Hills residents as we have evolved our mid-twentieth century homes for twenty-first century living. Additions are the principal evidence of that evolution, and many of those have been published or have won awards:

“Home Improvement 1967: Seven Subdivision Houses — How They Grew,” *Better Homes and Gardens*, 1967

Remodeling: How Good Houses Get Even Better," *Better Homes and Gardens*, 1975

"Let the Sun Shine In," *Washington Post*, 1976

"Award for Excellence," Northern Virginia Chapter of the American Institute of Architects and the Virginia Society of the American Institute of Architects, 1997

"Honorable Mention," Fairfax County Exceptional Design Awards, 2005

The guidelines that follow respond to and articulate the community's desire to protect the unique character of Hollin Hills. The purpose of the guidelines is to help preserve the historic character of the community by identifying and describing the homes and their character-defining features. They also allow flexibility for innovation, a fundamental characteristic of Hollin Hills from the beginning.

Section II: The Covenant

The legal basis for the existence of a design review process is found in our Deeds of Dedication which include several covenants. Among them is a restrictive covenant, which is essentially a contractual agreement to refrain from building without prior approval of the DRC (formerly, known as the Architectural Review Committee).

In our case, the authority of the DRC comes from the covenant included in each deed. A sample of the covenant is shown in Appendix A., Sec. c.

The covenant further allows that both community and individual landowners have the right to enforce this covenant.

The authority of the DRC is automatic for all sections of Hollin Hills. This means that the covenant is automatically extended for successive periods of ten years, unless by vote of majority of then owners of the lots it is agreed to change said covenants in whole or in part. Answers to frequently asked questions about the restrictive covenant can be found on the Hollin Hills Civic Association website. www.hollinhills.org

Section III –What Needs Approval

Unless specifically indicated otherwise in this section, all new construction and all alterations that affect the visual appearance of the house and its topography require approval by the Design Review Committee to assure what the covenant refers to "harmony and conformity of external design with existing structures in the subdivision".

Although the covenant refers to "building" and "structure" this is interpreted to mean "that which is built or constructed" (Fairfax Zoning Code). Accordingly, fences, decks, detached, accessory structures (sheds, carports, pool/tennis enclosures, greenhouses, etc.) gazebos, trellises, awnings, retaining walls and free-standing walls all require approval. In addition to DRC

approval, it is the homeowner's responsibility to be aware of and comply with all jurisdictional (Fairfax County) building codes and zoning requirements.

No Approval/Review Required

Projects that do not change the external appearance of the property do not require review or approval by the DRC. These include interior renovations that have no visible external implications and exterior repairs that do not change the exterior appearance. The following items do not require DRC review or approval by the DRC. **Applicants should assume that all other items not explicitly indicated on the list below will require approval and should contact the DRC to determine the level of review required.**

- Interior alterations
- Planting, gardens, and mulching, though homeowners are encouraged to refer to the "Landscape Design Recommendations" on the Hollin Hills Civic Association website
- Changes to topography that do not require retaining walls. *(Please note that Fairfax County has strict requirements that protect neighbors from changes in topography which may increase runoff onto their properties.)*
- In-ground ponds and water features
- Loose gravel and non-grouted stepping stone pathways
- non-permanent landscape features such as lawn ornaments, bird baths, sculptures, portable basketball hoops and children's playsets
- Edging and landscape walls 24" high or less that do not require foundations
- Mailboxes
- Flagpoles
- Minor exterior lighting such as low voltage landscape lights.
- In ground swimming pools and tennis courts *(associated decks, patios, fences and/or walls do require approval)*
- Overhead and underground utility lines
- Minor vents required for appliances and furnaces.
- Maintenance or repair existing exterior elements so long as the visual appearance does not change
- Re-pointing, maintenance and in-kind repair of existing masonry
- In-kind replacement of damaged or deteriorated materials such as siding and roofing with the same exact materials, profiles, dimensions, and details.
- Replacement of single pane windows with clear insulated glass provided the visual appearance of the windows, including frame shape, size and profiles, do not change.
- Re-sealing and in-kind repair or maintenance of existing driveways and walkways
- Re-painting of siding and trim as long as the colors do not change. Changing colors will require Administrative Approval.
- Temporary seasonal screening around garden plots, provided it no higher than 48" and is not located in the front yard.

Section IV: Design Guidelines

This section includes both historic design characteristics that established and distinguish Hollin Hills as well as considerations for new construction and alterations. The “Standards of Original Design” set an historic benchmark against which future changes can be measured. They can also serve as a brief guide for homeowners interested in the original appearance of their house. For more detailed information on the history, architecture, and landscape of Hollin Hills please refer to the listing of Hollin Hills related publications found on the Civic Association website www.hollinhills.org.

This section is meant to identify and describe these “historic” ideas but also to allow us to build upon these foundations that were established as we move into future. The basic Goodman design features, ie. roof shapes, wall types, window shapes, color palettes, siting concepts and construction details should be used as a starting point for new designs which can be sympathetically adapted to meet contemporary needs and technological advances while not being required to maintain complete adherence to the original design.

The defining features for any Hollin Hills house include the site, plan arrangements, facade designs, windows and doors, roofs, and materials. Although designs for Hollin Hills homes evolved over the twenty five year construction history of the community, by looking for these features one can begin to see similar design characteristics appearing throughout Hollin Hills. The unique character of Hollin Hills is defined by our celebration of these features.

There are basic features common to all Hollin Hills houses, but there are variations in the way the elements fit together. The earliest homes were simple rectangular and split-level plans with low-slope gable roofs. Some of the split levels had low slope shed roofs. Later, square plans with flat roofs were added as well as butterfly roofs on existing plans. Later homes of all plan types were constructed from standardized modular wall panels, further giving design cohesiveness to the community. Thus, any evaluation of "harmony and conformity" must take into account both the similarities and differences that have existed in the design of our community from the beginning.

When opportunities for replacement of non-conforming elements such as gutters, windows, roofs, fences and other features occur, homeowners should comply with the design guidelines. As these improvements are made, the appearance of our community will be enhanced.

We understand that the DRC may receive requests for the use of new materials and technologies that have not previously been used in our community. The DRC may consider the use of such materials, technologies and strategies provided they meet the standards of harmony and conformity. Hollin Hills is a special place and will remain so as long as we continue to uphold our design guidelines.

The following standards are meant to guide to homeowners and the DRC in evaluating whether proposed designs are in harmony and conformity with other structures in Hollin Hills. Additionally, it is the homeowner’s responsibility to comply with all relevant Fairfax County codes and requirements. The DRC only reviews projects for compliance with these Design Guidelines.

A. Site Design

Standards of Original Design

There is variety in the placement of Hollin Hills houses, a feature that distinguishes our community from other subdivisions. The siting variation is apparent whether one is driving through or flying overhead. It is a feature that should be preserved.

Unlike most suburban developments, the lots in Hollin Hills were subdivided not in terms of rectangular principles, but in response to the contours of the land and the ultimate living pleasure of the individual homeowner. Goodman and Davenport selected houses for these lots from among the various standard plans available, depending on the contours of the site. House siting in Hollin Hills took into consideration the orientation to the sun, tree locations, potential long views, and the relationship between adjoining houses. The houses were seldom sited parallel to the street. They are not wedged into orderly rows, with each house parallel to the street and separated from passersby by a rectangular expanse of lawn. As the streets were laid out with respect to the slope of the land, houses naturally were placed at an angle to the street. These principles were—and should continue to be—applied consistently throughout the community.

Certain house plans evolved, for instance, in response to the topography to allow a minimum of re-grading in order to retain a natural appearance. Views from our homes "borrow" vistas from adjacent yards, making our yards appear more spacious. This characteristic is an essential design element in Hollin Hills.

Driveways were originally gravel to reduce their visual impact with the added benefit of being permeable and less costly than asphalt or concrete.

Professional landscape designs came with for many of the homes. The plantings throughout the neighborhood are now, in general, lush and mature, a benefit of our unique community.

Additional Design Review Considerations

Siting:

The placement of any occupied or accessory structure(s) on a site should achieve a natural extension of the original conditions of the site and existing house.

In keeping with the original vision of Hollin Hills, the plans for all future additions and new construction should conform to the characteristics of the land.

Grading and Drainage:

Avoid designs that may require extensive grading, cut or fill. Use existing elevations of the ground as the floor elevations of any structures to the extent possible. Structures should blend with the slope of the topography. Structures should step with the slope to fit the natural terrain. Contain runoff water drainage to the site or adjacent streets. Use of site retaining walls should be minimized.

Please note that Fairfax County codes include strict requirements for drainage and provide protection of neighbors from changes to topography which may increase runoff onto their property. Please consult Fairfax County codes before undertaking such a project.

Orientation:

Structures should be oriented to ensure privacy, preserve views and allow good sun exposure for the site under consideration while also protecting these features for neighbors. Following Goodman's model, structures should be sited to the fall of the land.

Sensitivity to neighboring sites is critical, particularly in relation to meeting the needs of any public right-of-ways (e.g. sidewalks, paths), to achieving a harmonious blend of woodland space and house sites. Such orientation produces free-flowing spaces of a semi-cleared woodland character and, additions, fences, accessory structures, decks, etc. should avoid reinforcing property lines or any other geometric pattern not associated with the house.

Building views should slide by the adjoining house for long vistas cutting across several lots. This enhances the sense of space that is a primary feature of the community.

Fencing and Screen Walls:

In general fences are not in harmony and conformity with the character of the landscape of the community. Fences are not permitted in the front yard or side yards next to streets. If fences are absolutely necessary or required by code, they should be sited as not to be border fences or visible from the street and should avoid reinforcing property lines or any other geometric pattern not associated with the house. If visual privacy is required, dense hedges or a spot privacy screen of architectural character may be used.

Fencing that creates a visual barrier is to be avoided. The more transparent or open the fence the better. Chain link, stockade, western, split rail, snow, chicken, or wind gate fences are not compatible with Hollin Hills design. The open grid metal fence variety is better, but all fencing is discouraged. Fence posts should be on the inside face of the fence; planting should be used in conjunction with the transparent fence to minimize the appearance; screen or garden walls - typical of the original Hollin Hills design are acceptable if kept in short distances and low in height.

Driveways and walkways:

Driveway material should minimize the visual impact on the overall landscape. Permeable driveways are encouraged.

Patios and Decks:

To maintain the concept of shared vistas, it is suggested that patios or decks be designed to create small, intimate areas that are set into, and are in harmony with, the landscape and neighboring vistas. No patio or deck shall be greater than 50% of the square footage of the existing house. The existing house is defined by the footprint of the house and does not include second stories, carports, sheds, overhangs or other attached or non-attached structures.

If more than one patio or deck is desired, each patio or deck will be limited to 50% of the square footage of existing house as defined above. It is suggested that if multiple patios or decks are

approved, they be separated by at least six feet. Pathways or walkways may connect patios or decks.

- second floor decks on the street façade of a house are discouraged.
- Planting should be provided at post foundations and on low decks to screen structural elements and to soften visual impact.
- The materials in terms of color and size of members should appear as a natural extension of the house.
- Deck railings should be of a minimal size and as transparent as possible. If the deck is low to the ground, which is preferred, railings can often be eliminated totally. County codes must be met.
- Other deck features such as hot tubs should not be visible to neighbors or from streets.

B. Building Scale, Form, and Roofline

Standards of Original Design

Hollin Hills houses are of relatively small scale, in keeping with typical house sizes in the 1950s. They take the form of rectangular boxes that sit lightly in the landscape. They are neither heavy nor imposing. The large windows give the houses an open and transparent quality, literally allowing one to look through them. At night they glow from the light within.

The rooflines provide a strong horizontal emphasis that, especially in the single story plans, make our homes blend into the landscape.

Additional Design Review Considerations

The slope of Hollin Hills roofs have a very shallow pitch or are flat. As it is, they appear to float. This is an effect that should be maintained in all future additions and construction.

Additions should be in proportion to and in context with the original house and should form an integral part of a complete design.

Additions shall integrate the design elements of the existing structure. The new structure should be in proportion to the existing house in height, width and volume.

Additions should not be obvious grafts onto the original house.

- An exception will be given to existing structures which were not designed by and did not employ the design elements of Goodman / Davenport. Additions to such structures shall maintain the design elements of the existing structure.
- The DRC shall ensure that additions and new construction conform to the immediate surrounding context.
- Homeowners are encouraged to preserve as much of the original house as possible.

Maximum height of structure. Please reference the diagrams in the Appendix. All dimensions are absolute maximums and may not be approvable in all conditions. Jurisdictional (Fairfax County) code and zoning may further restrict maximum heights.

Maximum size of structure to lot area shall be governed by jurisdictional (Fairfax County) code and zoning.

Context:

Structures should blend with and respond to the adjacent houses. Future additions and new construction should be sympathetic to surrounding structures and should be tailored to the land.

An important consideration in reviewing projects is ensuring that the neighborhood network of vistas and exterior living space is maintained.

C. Exterior Walls and Materials

Standards of Original Design

Hollin Hills houses are very simply detailed. There are no brackets, cornices or elaborate moldings around window or door frames. The resulting clean and uncluttered lines are characteristic of the entire community. The walls of Hollin Hills houses are unornamented, planar surfaces with tall, rectangular openings.

Early plans gave little indication from the exterior of interior partitions. The small, atypical windows in the bathrooms hinted at the function of the room inside for instance, but there was no exterior manifestation of the placement of interior partitions.

Later plans utilized modular wall panels, manufactured on site, that were twelve feet long, most commonly in a window panel-window arrangement. Interior partitions were invariably placed to coincide with the joint between adjacent modular panels, making a strong correlation between the interior plan and exterior fenestration.

The facades are primarily wood with used brick fireplace walls and some used brick or concrete block panels without windows. The fireplace walls and masonry panels serve a secondary function of providing bracing against lateral (wind) loads. The short wing walls at the fireplace end of the first floor of some two story homes serve the same purpose.

Foundation walls, where they are visible above ground, are generally concrete block.

The most common exterior material is painted wood: tongue-and-groove siding (vertical butted boards), T-1-11 panels (plywood with grooves cut every 4"), and some clapboard, wood window and door frames that are also structural, solid panel wood doors, etc.

The lack of ornamentation is another distinguishing characteristic. Instead of applied ornament, the texture of the building elements gives variety to the various planar surfaces as in the used brick and painted concrete block panel walls and used brick fireplaces, the regular pattern of T-1-11 or clapboard siding, and the gravelly texture of the built-up roofs.

Exterior hardware and lighting is simple, unadorned and modern, following the overall design philosophy.

Additional Design Review Considerations

Exterior materials on additions shall be harmonious with the existing structure.

New structures shall utilize siding and façade features that are representative of Hollin Hills structures.

D. WINDOWS AND DOORS

Standards of Original Design

What have become known as “Hollin Hills windows” consist of an upper section of fixed glass and a lower section that is either operable or fixed, both set in thin (two-inch-wide) wooden frames or muntins. They are approximately three-feet wide by eight-feet high. Some plans use banks of these windows, actually using the muntins for structural support of the roof. Where banks of windows are used on the first floor of two story houses, the muntin width is increased to three inches to support the extra weight of the second story. Key elements of the aesthetic design of Hollin Hills windows are the thin profile of the frames and muntins and the fixed upper and operable lower sash.

The upper sashes are glazed with a single thickness of plate glass. The operable sash is approximately 25" high, although some window walls have a taller lower sash to line up with the sill height of the kitchen windows. The lower sashes were either steel casement windows (early) or steel awning windows (later). The switch to awning windows removed the vertical bar from the center of the lower sash, giving the windows a cleaner design. A key aspect of Hollin Hills window design is that the frames are unusually thin and unobtrusive. The rabbeted wooden frames are just two inches wide, while the steel lower sashes only project in 1-1/4" from the wooden frames, minimizing the change in the window profile.

Exterior doors were unornamented, flush-style or glass. Where glass doors were used, they were either one full-size glass opening or two, with the horizontal cross bar the same size as—and aligned with—the cross bar in adjacent windows.

Additional Design Review Considerations

Doors should be either flush (without raised panels or lites) or full panel glass doors with top and bottom rails and side stiles. Multi-panel or divided light doors, such as colonial doors, are not appropriate in Hollin Hills.

Windows shall be similar in size, shape and orientation to Hollin Hills designs.

Exceptions will be permitted on a case by case basis for existing structures which were not designed by and do not utilize the Goodman / Davenport designs. Changes and additions to such non-Goodman/Davenport structures shall utilize window designs which are congruous with the existing structure.

E. ROOFS

Standards of Original Design

Hollin Hills roofs are either low-slope or flat. The low-slope roofs are most commonly gable roofs with some butterfly and shed roofs.

Gutters, if any, are simply rectangular box gutters that seem to be a part of the roof edge rather than attached ornament.

The roofs typically have large overhangs that provide shade for our large windows in the summer but allow the low winter sun to penetrate deeply into our homes. A second important feature of the overhangs is to keep rainwater off our wooden walls, prolonging their lives. The large overhangs are supported by thin outriggers, 2" by 3" extensions of the roof joists that allow the roof edge to appear thin and light. The full structural thickness of the roof is thus hidden. Compare the size of the space above both the inside and outside of a Hollin Hills window to see the difference. Not all house plans have large overhangs, however. The square, flat roof plans have no overhangs.

The original built-up roofs were asphalt, felt and slag/cinders with few penetrations such as skylights or protruding vents.

Additional Design Review Considerations

Roofing materials should retain the visual appearance of the original built-up roofs.

- Sloped roofs should be of a light (off-white to gray) color, gravelly textured, and give the appearance of ballast made of rocks, marble chips, shale or other natural, small aggregate. Appropriately detailed shingle roofs may meet this criteria.
- Standing seam metal roofing may be considered for approval by the Design Review Committee.
- Flat roofs should retain the visual appearance of the original built-up roofs. Flat roofs should be of a light (white to gray) color.

Protruding roof vents should be minimized in number and size. Careful consideration should be given to views of vents from street and neighboring properties.

When an in-kind replacement is considered, the roofing contractor may not initially discuss all of the elements which are needed to complete the project. The homeowner should meet with the roofing contractor to confirm the type and number of vents, flashing material and other visible elements prior to any agreement with contractor.

Green roofs, solar and new technologies. All alternate roofing technologies require DRC involvement. Consideration should be given to visibility and sightlines. Homeowners and the DRC shall work together to develop a solution which minimizes the visual impact of such roofs, while keeping in mind the possible benefit of the technology.

- Green roofs: Specific consideration should be given to the structural, technical and construction requirements of this technology. Many types of green roofing exist and not all may be appropriate for the Hollin Hills style of construction. It is strongly recommended that the homeowner consult with the DRC prior to the commencement of design services.

- Solar and alternative energy: Homeowner should be aware of any specific laws or codes pertaining to the use and application of these technologies.

F. COLORS

Standards of Original Design

The original palette of exterior colors was earth tones in keeping with the setting.

Interestingly, interior colors were similar: warm gray, gray-brown, deep brown, clay red, black, gray-green and cadmium yellow.

Trim, window and door frames, eaves and soffits were white to highlight the architectural details. The white trim around the windows provided a seemingly unbroken plane from the interior to the exterior, further minimizing the window detail.

Additional Design Review Considerations

New and existing structures shall be painted with earth tone colors. The color of additions shall be harmonious with existing structures. Loud or highly contrasting colors are discouraged.

Monochromatic color schemes are not appropriate. Trim, window frames, eaves and soffits should be a different color from than the siding.

G. GARAGES, CARPORTS, AND NONATTACHED STRUCTURES

Standards of Original Design

Garages, which by their very nature are not light or transparent, originally were virtually unknown. Carports, while not common, have in some cases been a successful compromise, providing shelter from the elements while maintaining a light and open character.

Additional Design Review Considerations

Garages are discouraged. Carports and garages are permissible when they can be integrated within the Standards of Original Design. All attached and non-attached structures must be in harmony and conformity with house and site as well as the larger Hollin Hills aesthetic.

Non-attached structures such as sheds shall be designed to be in harmony and conformity with the Hollin Hills design vocabulary.

Section VI – Procedures for Approval

The DRC can serve as a valuable resource for Hollin Hills homeowners interested in altering their homes. Informal guidance from the DRC can be obtained prior to the development of the final proposed design and specifications. Homeowners who are planning to make changes on the exterior of their homes are encouraged to submit concept sketches or other preliminary designs prior to submitting a formal application. While presentation of conceptual plans does not start the formal approval process, sharing proposals before they are finalized can be helpful in preparing plans for approval and save applicants time and effort.

The Application Process

Step 1 - Determine the Appropriate Type of Review

There are three types of review under these guidelines. To determine the review type for the project, the applicant should contact the DRC. Based on the information provided by the applicant about the project, the DRC will make an initial determination regarding the type of review and shall respond to the applicant with this determination, or to request additional information, within three business days.

The DRC may change the type of review at any time if it decides that the initial determination was incorrect. The DRC may also change the required review type if the initial description of the project was incomplete, or if the scope of the project changes. In those cases, the DRC may require the application to be resubmitted as a new project, including all of the steps required for the applicable review type.

The three categories of review are:

- I. **Administrative review:** Projects that have only a minor impact on the appearance of the property. These may include replacement or minor modifications to windows and doors, and other minor exterior changes.

Standard review: Projects that result in significant changes to the appearance of the property. These may include small additions such as a storage closet or entry vestibule, decks, sheds, and fences.

Expanded review: Projects that have a major impact on the appearance of the property and environs. These may include additions, adding a second story, or construction of new homes.

The application requirements and review process for each of the three categories are described below.

Step 2 – Follow the Appropriate Review Process

I. Administrative Review

1. Project Description. Applicants shall provide a detailed description of the project to the DRC and any additional documentation that the DRC requests. To expedite review, applicants are encouraged to submit their requests to the DRC electronically.
2. Neighbor Notification. Neighbor notification is not required.
3. DRC Review. The DRC will review the information supplied by the applicant and respond to the applicant within five business days. The DRC may approve the project, propose changes, require additional information, require a different type of review, or deny approval. If changes or additional information are required, the DRC will review and respond within five business days of receipt of the required information.
4. DRC Decision. If the application is approved, the DRC will issue a placard. If denied, the DRC will provide the applicant with written reasons for the denial.

II. Standard Review

Applicants are encouraged to submit informal drawings to the DRC for comment prior to submitting a formal application as described in the process below. Applicants requesting informal comment must contact the DRC ten calendar days prior to the meeting to request they be placed on the agenda.

1. Submission of Application. To be placed on the agenda, applications requiring standard review must be submitted to the DRC ten calendar days prior to a meeting. The DRC will post the following information on the CAHH web site seven calendar days before the meeting: the address of the project, project description, list of neighbors notified, expected time the agenda item will be discussed, and note that it is a “standard review application”. Applicants are encouraged to submit their applications to the DRC electronically. The application must include:
 - A. A copy of the neighbor notification letter, (as described in item 2 below) a list of addresses to which the letter was sent, and dates the letters were sent to each address.
 - B. Written documentation sufficiently comprehensive to convey the full scope and details of the project. See appendix A for the Application Checklist.
2. Neighbor Notification – Before an application is submitted to the DRC, the applicant must notify the neighbors. Any application submitted without documentation of neighbor notification completed according to the guidelines below will be denied. Any Hollin Hills

residents who can see the proposed project from their property must be notified with a letter, including those who are not adjacent property holders. When in doubt, notify. The purpose of the letter is to inform the neighbors of the project and provide them with an opportunity to comment to the homeowner and/or DRC. The letter must contain: the applicant's address and contact information (phone number and/or e-mail address); a brief description of the project, its location on the property, and information about how the detailed plans may be reviewed in advance of the DRC meeting. The letter shall further instruct the recipients to consult the CAHH web site for information on the date, time, and location of the DRC review of the application. A sample neighbor notification letter is attached to these guidelines (Appendix B). The DRC may, at its discretion, determine that additional neighbor notification is required at any time during the review process.

3. DRC Site Visits. The DRC or individual members of the DRC may, at their discretion, conduct site visits at any time during the review process. Site visits shall be scheduled by agreement with the applicant.
4. DRC Meeting.
 - A. At the meeting, the applicant shall submit two hard copies of the complete application. One set will be returned to the applicant and one set will be kept by the DRC for its records.
 - B. For the application to be reviewed, the applicant or his/her representative must be in attendance to present the application and respond to questions.
 - C. Hollin Hills homeowners may address the meeting as described below in paragraph 5 of the processes section.
5. DRC Decision. At the meeting, the DRC will review the application and provide commentary on the design. The DRC will respond to the applicant within three business days of the meeting. At that time, the DRC may approve the application, propose changes, require additional information, require a different type of review, or deny approval. If the DRC does not approve the application, the application will be considered denied until the applicant submits a revised application that addresses the DRC's comments. For minor changes or minor alternations to details, the DRC may, at its discretion, review changes between meetings without requiring resubmission of the application, and approve or deny the application based on the changes. However, in those cases, the changes must be documented on the hard copies of the application retained by the DRC and the applicant.
6. If the application is approved, the DRC will issue a placard within three business days. If denied, the DRC will provide the applicant written reasons for the denial.

III. Expanded Review

Applicants are encouraged to submit informal drawings to the DRC for comment prior to submitting a formal application as described in the process below. Applicants requesting informal comment must contact the DRC ten calendar days prior to the meeting to request they be placed on the agenda.

In order that the community may have a greater opportunity to comment on large projects, Applications requiring expanded review must be presented at no fewer than two separate DRC meetings, one to receive conceptual approval for the project and one to receive final approval.

1. Submission of Application. To be placed on the agenda, applications requiring expanded review must be submitted to the DRC ten calendar days prior to a meeting. The DRC will post the following information on the CAHH web site seven calendar days before the meeting: the address of the project, project description, list of addresses notified, expected time the agenda item will be discussed, and note that it is an “expanded review application, initial meeting”. Applicants are encouraged to submit their applications to the DRC electronically. The application must include:
 - A. A copy of the neighbor notification letter (as described in item 2 below) a list of addresses to which the letter was sent, and dates the letters were sent to each address.
 - B. Written documentation sufficiently comprehensive to convey the full scope and details of the project. See appendix A for the Application Checklist.
2. Neighbor Notification – Before an application is submitted to the DRC, the applicant must notify the neighbors. Any application submitted without documentation of neighbor notification completed according to the guidelines below will be denied. Any Hollin Hills residents who can see the proposed project from their property must be notified with a letter, including those who are not adjacent property holders. When in doubt, notify. The purpose of the letter is to inform the neighbors of the project and provide them with an opportunity to comment to the homeowner and/or DRC. The letter must contain: the applicant’s address and contact information (phone number and/or e-mail address); a brief description of the project, its location on the property, and information about how the detailed plans may be reviewed in advance of the DRC meeting. The letter shall further instruct the recipients to consult the CAHH web site for information on the date, time, and location of the DRC review of the application. A sample neighbor notification letter is attached to these guidelines (Appendix B). The DRC may, at its discretion, determine that additional neighbor notification is required at any time during the review process.
3. DRC Site Visits. The DRC or individual members of the DRC may, at their discretion, conduct site visits at any time during the review process. Site visits shall be scheduled by agreement with the applicant.
4. Yard Sign. The DRC shall install a yard sign with the project description in front of the house seven calendar days prior to the initial meeting. The sign shall not be removed until final approval is granted or the application is withdrawn. The sign shall direct readers to the CAHH web site for more information about the project.
5. DRC Meeting to Consider Conceptual Approval. (This is the first of two DRC review meetings.)
 - A. At the meeting, the applicant shall submit two hard copies of the complete application. One set will be returned to the applicant and one set will be kept by the DRC for its records.

- B. For the application to be reviewed, the applicant or his/her representative must be in attendance to present the application and respond to questions.
 - C. Hollin Hills homeowners may address the meeting as described below in paragraph 5 of the processes section
6. DRC Decision Regarding Conceptual Approval - At the meeting, the DRC will review the application and provide commentary on the project. The DRC will respond to the applicant within three business days of the meeting. At that time, the DRC may issue conceptual approval of the application, propose changes, require additional information, require a different type of review, or deny approval. If the DRC does not approve the application, the application will be considered denied until the applicant submits a revised application that addresses the DRC's comments. For minor changes or minor alternations to details, the DRC may, at its discretion, review changes between meetings without requiring resubmission of the application, and provide conceptual approval or denial of the application based on the changes. However, in those cases, the changes must be documented on the hard copies of the application retained by the DRC and the applicant. In rare circumstances conceptual approval may be withdrawn; if the DRC determines that it has seriously misjudged the impact of the project on the neighbors and neighborhood, or if it has received incorrect or misleading information from the applicant.
7. Submission of Final Plans. To be placed on the agenda to receive final approval for an application requiring expanded review, an applicant must submit final plans consistent with the conceptual approval to the DRC ten calendar days prior to the meeting. The DRC will post the following information on the CAHH web site seven calendar days before the meeting: address of the project, project description, list of addresses notified, expected time the agenda item will be discussed; and note that it is an "expanded review application, meeting to consider final approval."
8. DRC Meeting to Consider Final Approval. This is the second phase of the DRC expanded review process.
- A. At the meeting, the applicant shall submit two hard copies of the complete final application. One set will be returned to the applicant and one set will be kept by the DRC for its records.
 - B. For the application to be reviewed, the applicant or his representative must be in attendance to present the application and respond to questions.
 - C. Hollin Hills homeowners may address the meeting as described below in paragraph 5 of the processes section
9. DRC Decision Regarding Final Approval. At the meeting, the DRC will review the final application and provide commentary. The DRC will respond to the applicant within three business days of the meeting. At that time, the DRC may provide final approval of the application, propose changes, require additional information, or deny approval. If the DRC does not approve the application, the application will be considered denied until the applicant submits a revised application that addresses the DRC's comments. For minor changes or minor alternations to details, the DRC may, at its discretion, review changes between meetings without requiring resubmission of the application, and approve or deny the application based on the changes. However, in those cases, the changes must be documented on the hard copies of the application retained by the DRC and the applicant.

10. If the application is approved, the DRC will issue a placard within three business days. If denied, the DRC will provide the applicant written reasons for the denial.

DRC PROCESSES

1. Meetings: The DRC shall meet a minimum of every thirty (30) days if applications are pending. The DRC will decide if any additional meetings are necessary. The DRC will review projects at the scheduled meeting and provide applicants with commentary on their applications. Final decisions will be made within 3 business days of the meeting.
2. Site Visits: With prior arrangement with the applicant, any or all committee members may visit the premises of an applicant for a site review.
3. Agendas: The DRC will post all agenda items including the project address and description, and the approximate time each agenda item will be discussed on the CAHH web site seven calendar days prior to any meeting.
4. Applications: The time for consideration of an application under these guidelines and the covenant does not begin until the application is complete. An application is not considered complete until the applicant has met all of the requirements for submission of an application for the appropriate type of review including submission of plans, neighbor notification (if required) and meeting the deadline for submission prior to a meeting. Any project that is submitted less than ten calendar days prior to a meeting shall not be considered complete until ten calendar days prior to the next scheduled meeting.
5. Community Participation: Any Hollin Hills homeowner is welcome to attend DRC meetings as an observer, view the plans, and listen to the discussion. Any Hollin Hills homeowner wishing to address the committee may request to be on the speakers list for a specific project up to two days prior to the meeting. Speakers may be added to the list at the meeting at the DRC's discretion. The DRC will set time limits for speakers appropriate to the circumstances (e.g., time constraints, number of speakers). Any Hollin Hills homeowner may make his or her views known about any proposed project to a DRC member. The DRC will give comments such weight as it deems reasonable and appropriate. If sufficient concerns are expressed, the DRC may defer the application pending an additional meeting at which the concerned neighbors may speak. If the applicant does not wish to address expressed concerns, the DRC may then rule as it deems appropriate.
6. Voting: Every DRC decision, including those pertaining to determination of type of review and administrative review decisions, require a simple majority vote. At least three DRC members must participate (either at a meeting or electronically) to transact business. Approvals of standard review and expanded review applications require a simple majority vote of all members. Approvals of applications are final and may not be reversed. Denials are subject to appeal through the appeals process described below.
7. Decisions: If the DRC approves an application, it will issue a placard to the applicant within three business days of the decision. If the DRC denies an application, it will provide written reasons for the denial.
8. Placards: An 8-1/2 x 11 inch placard shall be provided to the applicant by the DRC when the application has been approved. During construction this placard must be

posted by the applicant so that it is clearly visible from the street. The placard shall indicate the project address, type of project and date of approval.

9. Records and Reports: All DRC decisions and actions shall be recorded in the DRC records and summarized in the Hollin Hills Bulletin and on the Civic Association web site, except for determinations of no review required as noted in that section.

ACTIONS REQUIRED PRIOR TO CONSTRUCTION

1. The homeowner is responsible for obtaining all required local building permits.
2. Construction activities, including delivery of material, demolition, and earth work, may not commence until final DRC approval has been granted.
3. Building construction must commence within two years of the date of application approval. If construction has not started within two years, the application must be resubmitted.

ACTIONS DURING CONSTRUCTION

1. Approved applications may be followed by inspection for compliance. The applicant will be notified in advance of such an inspection.
2. When construction is started at variance with the approved application or without approval, the DRC shall report to the Board with its recommendations for action.
3. If an apparently unapproved building commences, any homeowner can notify the DRC at once.

APPEAL PROCEDURE

The appeal process provides applicants with an avenue to address grievances or disagreements with the DRC's decisions. Accordingly, if, and only if, the DRC denies an application the applicant may appeal the DRC's decision through the following process:

1. Any applicant may file an appeal with the CAHH board within 30 days of the date of the DRC's decision on an application. A copy of any appeal must be provided to the DRC concurrently with its submission to the board. Appeals may be filed in writing or by email, and should be sent to the CAHH President and the DRC Chair.
2. An appeal must be based on a claim that the application was denied even though it was consistent with the covenants and DRC Guidelines. An appeal that includes a revision to the denied application will be denied; any revised applications must be submitted to the DRC for review.
3. The DRC shall submit a written response to the appeal to the CAHH board within 15 days of the date the appeal is received by the CAHH board.
4. The board will consider the appeal at its next regularly-scheduled meeting after the date the DRC response is due. The applicant and the DRC will be permitted to present their views on why an appeal should be granted or denied and to respond to questions from the board.
5. The DRC's decision will be affirmed unless 2/3 of the board members present at the meeting where the appeal is considered agree to reverse the DRC. If the board grants

the appeal, it may approve the application as submitted, or send the application back to the DRC with specific recommendations on how to reconsider the application.

6. If an applicant is not satisfied with the results of an appeal, that party may request arbitration under the rules of the American Arbitration Association or may seek relief from state court. A party is entitled to seek arbitration or relief from state court only if the appeal process has been completed.

ENFORCEMENT

The DRC is responsible for enforcing the design covenant, the Design Review Guidelines, and its own decisions.

When an infraction comes to the attention of the DRC, it shall contact the homeowner and advise the homeowner how to comply with the DRC Guidelines. If an unapproved project is under construction, a stop work order shall be issued by the DRC immediately.

If the homeowner refuses to cooperate with the DRC to resolve an infraction, or ignores a stop work order, the case shall be referred immediately to the CAHH board for further action, including legal action if necessary.

Any project started or completed without DRC approval is subject to the approval process for that type of project as described in Section IV.

The DRC shall also have the authority and obligation to review projects that have been completed without DRC review. The Virginia Supreme Court (Riordan v. Hale 1975) has ruled that projects completed in a short time without official opposition or notice, are not considered to be approved, and are subject to review, removal or alteration.

Section VII - Composition and Role of the Design Review Committee

The name of the building reviewing committee shall be the Design Review Committee (DRC) (formally the Architectural Review Committee). The DRC shall consist of five members - It should be a balanced group of men and women. All members must be Hollin Hills homeowners and non-members of the CAHH Board. DRC should represent a cross section of the community.

There shall be up to 3 members who are either architects or design professionals, one of which must be an architect. Members of the DRC shall serve two-year terms, staggered to assure continuity, and no member may serve for more than two consecutive terms. The CAHH Board shall appoint members to the DRC to the extent possible based on these criteria.

The DRC shall elect its own Chairman. No member of the DRC may participate in the deliberation of his/her own or client's building plans. All DRC members shall serve at the pleasure of the Board. The role of the DRC should consist of the following:

- Provides advice on design concepts;
- Approves Design Plans and monitors construction
- Recommends Action when non approved construction is commenced or departs from approval;
- Updates Guidelines for community approval; and revises procedures as necessary.

APPENDIX A – Covenants

APPEARING OF RECORD IN LIBER 754 PAGE 482, RECORDED 4/4/1950,
FAIRFAX COUNTY, VIRGINIA SECTION_(SAMPLE)_, HOLLIN HILLS

This dedication, is made, however upon the express conditions that each and every part thereof shall be subject to the following conditions, limitations and restrictions, which shall be construed as covenants running with the land and which shall be binding upon all parties and all persons claiming under them until (Note 1 at which time said covenants shall be automatically extended for successive periods of ten years, unless by vote of a majority of the then owners of the lots it is agreed to change said covenants in whole or in part. If the parties hereto, or any of them, or their heirs or assigns, shall violate or attempt to violate any of the covenants herein, it shall be lawful for any other person or persons owning any real property situated in said development or subdivision to prosecute any proceedings at law or in equity against the person or persons violating or attempting to violate any such covenant and either to prevent him or them from so doing or to recover damages or other dues for such violation.

Invalidation of anyone of these covenants by judgement or Court Order shall in no wise affect any of the other provisions which shall remain in full force and effect.

(a) All the numbered lots in the subdivision shall be known and described as residential lots.

Facilities for community use may be provided on sites indicated on recorded plat at "reserved for drainage and utility easements and community park purposes and services," but party of the first part for itself, its successors and assigns expressly reserves the right to extend any street or widen any street upon and over this area so marked "Reserved for drainage and utility easements and community park purposes and services," and further also reserves the right to lease or sell portions in fee of this area so designated as "Reserved for drainage and utility easements and community park purposes and services," where it is necessary in the opinion of party of the first part, its successors or assigns that such portion so leased or sold in fee be used to provide or aid in providing location for some one or several public utility services, such as, but not limited to gas, water, sewer disposal plant, electricity, either in main or substation.

(b) No structure shall be erected, altered, placed or permitted to remain on any residential building plot other than one detached single-family dwelling and a private garage for not more than two cars and other structures incidental to residential use.

(c) No building shall be erected, placed or altered on any building plot in this subdivision until the building plans, specifications and plot plan showing the location of such building have been

approved in writing as to conformity and harmony of external design with existing structures in the subdivision, and as to the location of the building with respect to topography, and finished ground elevation, by a committee composed of Morris Rodman, Samuel J. Rodman, and Robert C. Davenport, or by a representative designated by a majority of the members of said committee. In the event of death or resignation of any member of said committee, the remaining member or members shall have full authority to approve or disapprove, such design and location, or to designate a representative with like authority. In the event such committee or its designated representative fails to approve or disapprove such design and location within thirty days after said plans and Specifications have been submitted to it, or in any event if no suit to enjoin the erection of such building or the making of such alterations has been commenced prior to completion thereof, such approval will not be required and this covenant shall be deemed to have been fully complied with. The powers and duties of such committee, and of its designated representative, shall cease on and after (Note 1). Thereafter the approval described in this covenant shall not be required unless, prior to said date and effective thereon, a written instrument shall be executed by the then record owners of a majority of the lots of this subdivision and duly recorded, appointing a representative or representatives, who shall thereafter exercise the said powers previously exercised by said committee.

(d) No building shall be located on any residential building plot nearer than 25 feet to the front lot line, nor nearer than 10 feet to any side street line. No building, except a detached garage or other outbuilding located 60 feet or more from the front lot line, shall be located nearer than 5 feet to any side lot line.

(e) No residential structure shall be erected or placed on any building plot, which plot has an area of less than 7,000 square feet with sewer, or an area of less than 14,000 square feet with septic tank and a width of less than 60 feet at the front building setback line.

(f) No noxious or offensive trade or activity shall be carried on upon any lot nor shall anything be done thereon which may be or become an annoyance or nuisance to the neighborhood.

(g) No trailer, basement, tent, shack, garage, barn or other outbuilding erected in the tract shall at any time be used as a residence, temporarily or permanently, nor shall any structure of a temporary character be used as a residence.

(h) The ground floor area of the main structure, exclusive of one-story open porches and garages, shall not be less than 700 square feet in the case of a one-story structure nor less than 500 square feet in the case of a one and one-half, two or two and one-half story structure.

(i) An easement is reserved over the rear and side five feet of each lot for utility installation and maintenance.

AMENDMENT

IN LIBER 1455, PAGE 271 TO RESTRICTIONS IN LIBER 754, PAGE 482, FAIRFAX COUNTY, VIRGINIA LAND RECORDS, APPLICABLE TO SECTION, HOLLIN HILLS SUBDIVISION.

Said restrictive covenants provide that no building shall be erected, placed or altered on any building plot in the aforesaid sections of this subdivision until the building plans, specifications and plot plan showing the location of such building have been approved in writing as to conformity and harmony of external design with existing structures in the subdivision and as to the location of the building with respect to topography and finished ground elevation, by a committee composed of Morris Rodman, Samuel J. Rodman and Robert C. Davenport. Said covenants provide that the powers and duties of such Committee shall cease on and after (Note_1), unless prior to said date and effective thereon, a written instrument shall be executed by the then record owners of a majority of the lots of Section_ of this Subdivision and duly recorded appointing a representative or representative who shall thereafter exercise the said powers previously exercised by aforesaid committee.

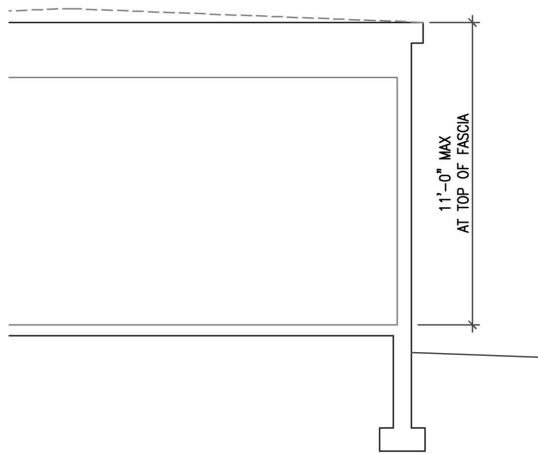
It is the desire of the undersigned record owners of lots in Section_ of Hollin Hills to continue the powers and duties of such committee by appointing a representative or representatives pursuant to the provisions of the covenant, as recited in the foregoing remise.

Now, therefore, we the undersigned record owners of a majority of the lots in Section Hollin Hills do hereby appoint the Hollin Hills Community Association, Incorporated, or any committee duly designated by it, to exercise, on and after (Note 1) the powers previously granted to and exercised by the aforesaid committee designated in the aforesaid restrictive covenants.

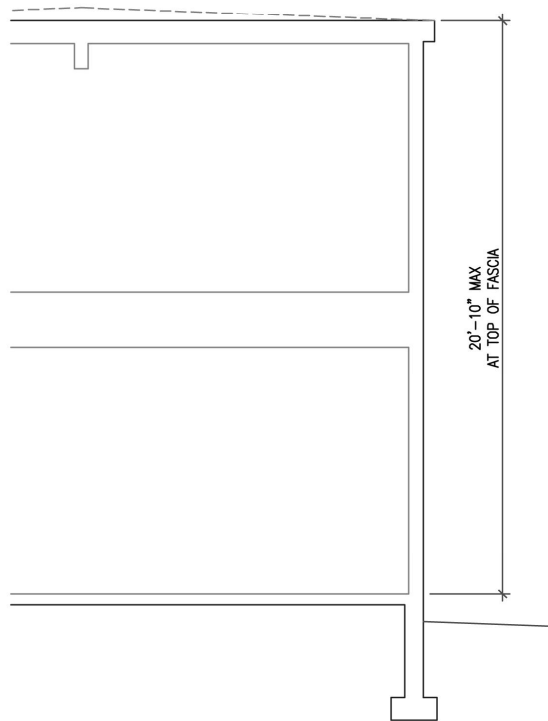
Note 1: Dates vary with Section

Appendix B – Diagrams

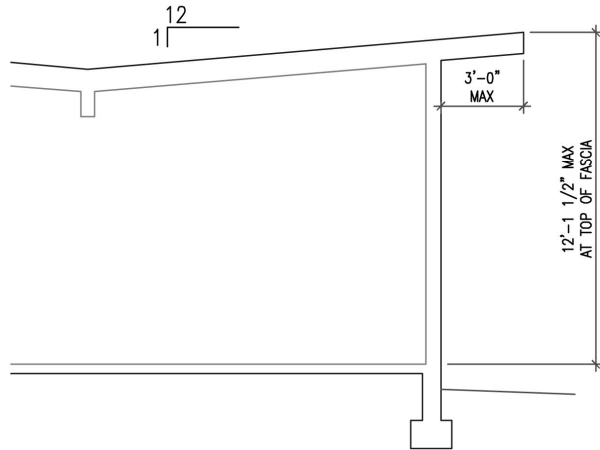
The following diagrams represent the major roof elements of the Goodman / Davenport designs. Goodman may have utilized other roof structures.



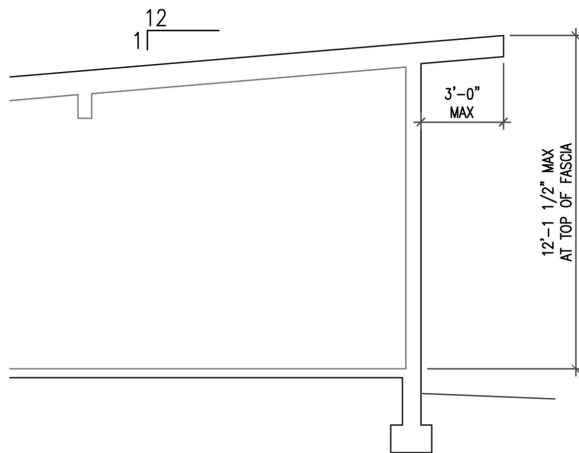
ONE STORY "FLAT" ROOF STYLE
 ROOF CAN HAVE MINIMAL SLOPE TO ATTAIN POSITIVE DRAINAGE.
 IF SLOPE IS TO EXTERIOR GUTTERS MUST BE UTILIZED.



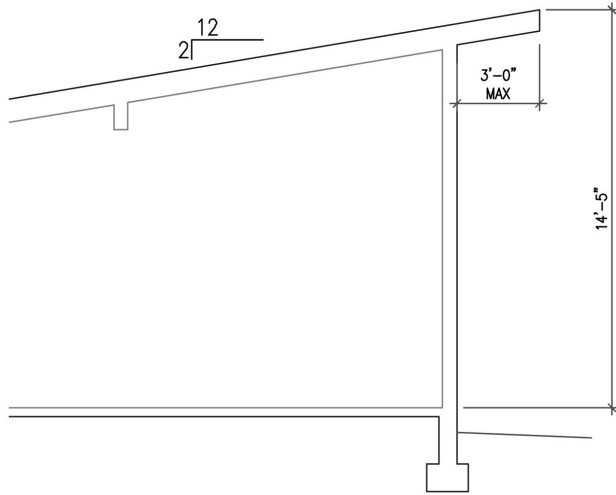
TWO STORY "FLAT" ROOF STYLE
 ROOF CAN HAVE MINIMAL SLOPE TO ATTAIN POSITIVE DRAINAGE.
 IF SLOPE IS TO EXTERIOR GUTTERS MUST BE UTILIZED.



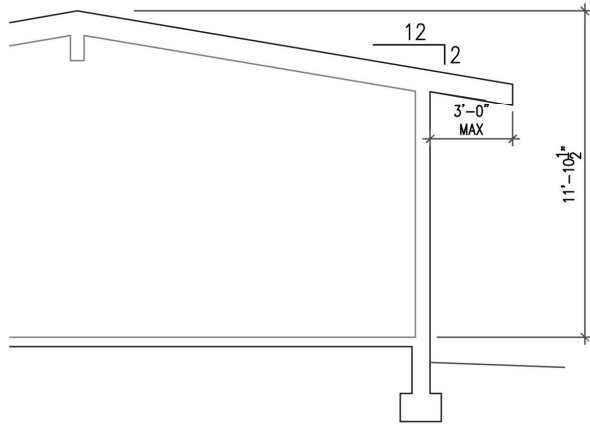
ONE STORY LOW SLOPE BUTTERFLY ROOF STYLE
 ROOF SLOPE = 1:12



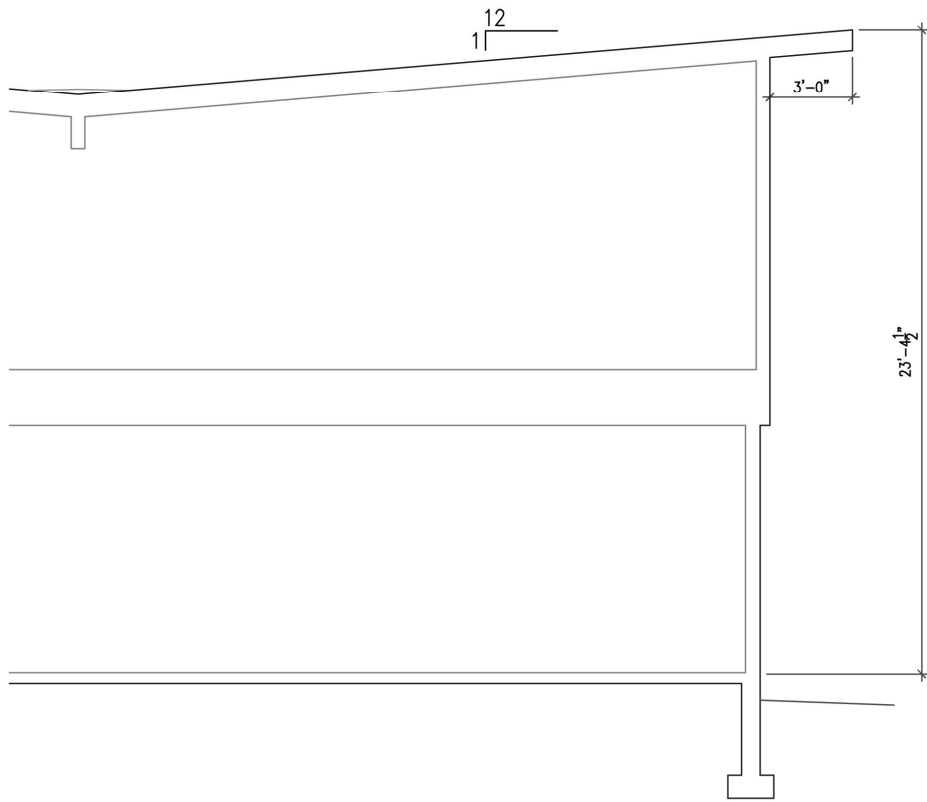
ONE STORY LOW SLOPE SHED ROOF STYLE
 ROOF SLOPE = 1:12



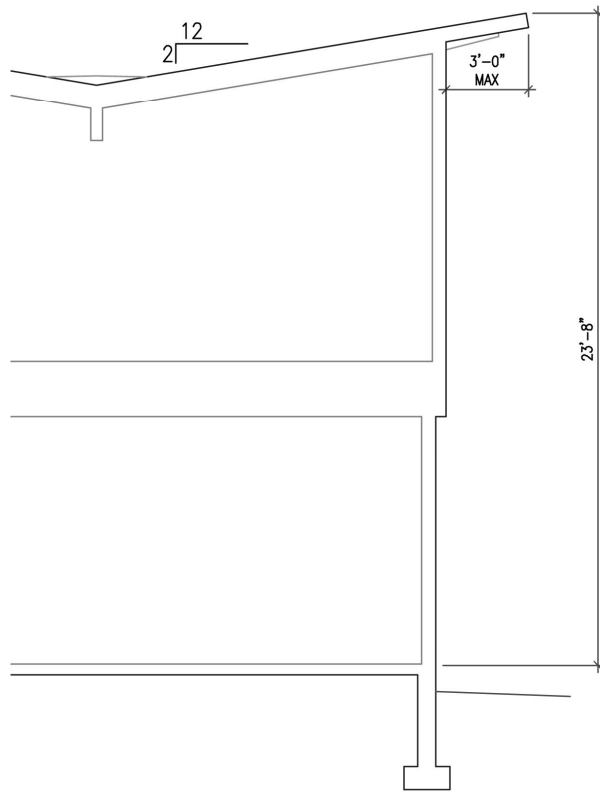
ONE STORY HIGH SLOPE SHED ROOF STYLE
 ROOF SLOPE = 2:12



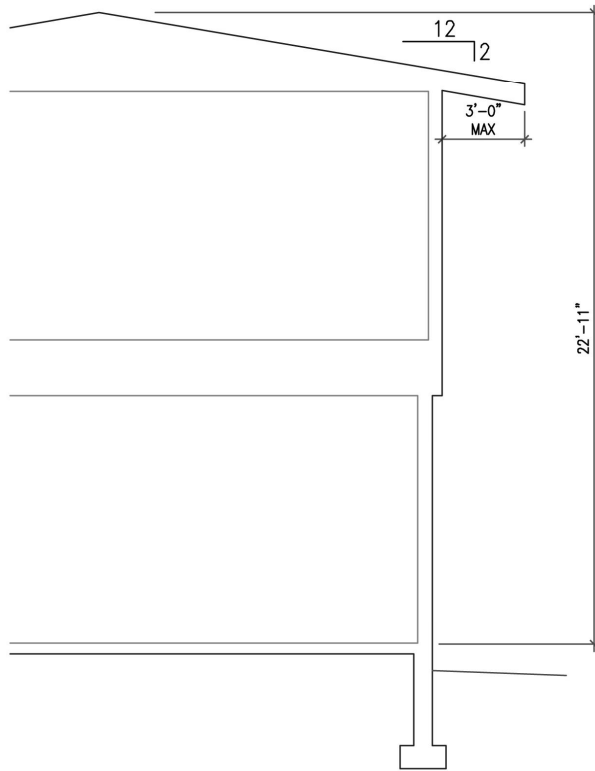
ONE STORY HIGH SLOPE GABLE ROOF STYLE
 ROOF SLOPE = 2:12



TWO STORY LOW SLOPE BUTTERFLY ROOF STYLE
 SLOPE IS IN PARALLEL TO LONG FACADE
 ROOF SLOPE = 1:12



TWO STORY HIGH SLOPE BUTTERFLY ROOF STYLE
ROOF SLOPE = 2:12



TWO STORY HIGH SLOPE GABLE ROOF STYLE
ROOF SLOPE = 2:12

APPENDIX C – Hollin Hills DRC – Application Checklist

1) APPLICANT INFORMATION

- a) Name:
- b) Phone Number:
- c) Email Address:

2) PROJECT INFORMATION

- a) Street Address:
- b) Description of Project:
- c) Name of Architect:
- d) Name of Contractor:

3) TYPE OF REVIEW Contact DRC for determination.

- a) Standard
- b) Expanded

4) NOTIFICATION

Please append a copy of your Neighbor Notification letter, the list of addresses to which the letter was sent, and the date letters were sent to each address.

5) DOCUMENTS

- a) Plat – Existing Condition
- b) Plat – Proposed Improvements
- c) Arial photo of property showing subject property and immediate neighbors. Available from county web site.
- d) Photographs of the existing condition and site.
- e) Floor Plans – Existing Condition
- f) Floor Plans – Proposed Renovation/Addition
- g) Elevations – Existing Condition
- h) Elevations – Proposed Renovation/Addition
- i) Final or Second Review – Construction Documents

6) ADDITIONAL INFORMATION

- a) Material Sample
- b) Product Data Sheet

7) DATE OF

- a) Conceptual Submission:
- b) Conceptual Review:
- c) Neighbor Notification:
- d) First Submission:
- e) First Review: Result:
- f) Additional Submissions (if applicable):
- g) Additional Reviews (if applicable): Result:
- h) Approval Date:

APPENDIX D – Potential Design Review Applicant Questionnaire

The following questions are designed to assemble information for the Design Review Committee and to help applicants to understand the relationship of a planned addition or alteration with their existing Hollin Hills house.

BACKGROUND INFORMATION

1. What changes are you contemplating? Why?
2. Who is designing the addition/alteration? Has he/she been given a copy of the DRC guidelines and procedures?
3. Will the changes be visible from the exterior? (If not, you may not need Design Review approval, only appropriate Fairfax County building permits.)
4. What type of Hollin Hills house do you own? Do you know the plan type or name? Date of construction? Number of stories? Roof type?
5. Does your house have any previous additions, including any made by previous owners?

EXISTING HOUSE

Describe in your own words your existing house: 1) the way your house is sited on your lot, 2) the plan of your house, 3) the walls, 4) the windows and exterior doors, 5) the roof, and 6) the materials.

Describe any additions you listed above. Do you believe that the existing additions are in harmony and conformity with 1) the existing house and 2) the rest of Hollin Hills? (Note-the quality of any previous additions are not considered, only the merits of the present application as it relates to the existing house.)

How does your house relate to its neighbors? Does your house feel open or secluded? Do your bedrooms and other private spaces have privacy? Do you have vistas that cross a neighbor's property? Do your neighbors have vistas that cross your property? Is your home's design similar to or different than your neighbors?

Compare the following features between your existing house and proposed design

SITE

Open or secluded?

Follows topography of site?

PLAN ARRANGEMENTS

Open or Closed?

FACADE DESIGN

Repetitive elements?

Window and door placement?

WINDOWS

Window type(s)?

Window size(s)?

Window trim?

ROOF

Type?

Slope

Material? Gravel?

Gutter, if any?

DOORS

Type?

Trim?

MATERIALS

Wood Siding? Type?

Used Brick?

Concrete Block?

Please explain proposed features that differ from the existing house

APPENDIX D – Sample Neighbor Notification Letter

Date:

Address: (Insert Neighbor's Address)

Dear (Insert Neighbor's Name):

We are/I am requesting approval from the Hollin Hills Design Review Committee for the following changes to our/my house located at _____:

Our project is: _____ *(Insert a brief description of your project).*

As part of the Hollin Hills Design Review process we are informing you of our plans. We / I invite you to contact us/me with any questions or if you would like to review the plans for this proposed project. You can reach us/me at: _____. (Phone number and/ or email address)

Please consult the CAHH DRC website (<http://www.hollinhills.org/drc/>) for the date, time, and location of the DRC review of this project. You are welcome to attend the meeting to view the plans and speak during the public discussion period of the meeting. Please contact the DRC at least two days prior to the meeting to be added to the speakers list. Please address any questions, comments, or concerns you may have about this project to the committee at that time or to any DRC member prior to the meeting.

You also may contact any member of the DRC. A list of DRC members can be found in the HH Bulletin, Directory, and on the CAHH web site. Or contact the DRC chair at (DRC chair email alias)

Sincerely,

(Insert your Name and Address Here)

cc: HH DRC

Insert list of all other neighbors who will receive this letter.