Exterior Alterations Proposal Form

Norton Commons property owners must have any and all exterior alterations approved prior to installation. The procedure for submitting a proposal for approval is:

1) Submit request to Design Review Board Office using one of two methods:
    a. By e-mail to ncrva@nortoncommons.com
    b. Drop written request off at 9418 Norton Commons Blvd. Suite 300.
2) Design Review Board has up to 21 days to respond with approval, rejection or comments.
3) The following information must be included in your submission:
    a. Scaled drawings, plans and elevations of the proposed alterations. These drawings must be prepared to scale with a reasonable amount of detail for us to understand your proposal clearly.
    b. Plot plan. An up-to-date plot plan showing the location of all requested improvements.
    c. List of materials, colors and dimensions.
    d. Lot number and address.
    e. Your name, telephone number and e-mail address.

If the above information is not fully complete, your proposal could be rejected or take longer than 21 days to process. Examples appropriate for this procedure include but are not limited to: additions or modifications of landscape plans, fences, windows, hardscapes, exterior lighting, or irrigation; gutter or eave changes; color changes of the home or trim; room or porch additions; ramp installations; etc.

Fencing information to take into consideration before submission:

1. Fences should be built within the property owner's lot lines unless the adjoining owner has granted a usage easement.
2. Have utilities marked by "Before You Dig (BUD)." The number for BUD is 811 or the website is Call811.com. Be sure each utility is marked before your project is begun.
3. Wood fences must be painted or stained a color within 6 months of installation.
4. Aluminum fences must be painted.
5. The finished side of the fencing must face the public side of the property.
6. Before installing a fence, a lot survey is highly recommended.

Generally, all exterior alterations and improvements must be contained within one's property lines. Alterations and/or improvements installed or effectuated beyond lot lines are subject to being removed at the sole cost of the resident responsible for the installation or modification. In certain, very limited circumstances, the Design Review Board may not object to select improvements being built in the alley right-of-way. Such allowances are determined on a case-by-case basis and are within the sole discretion of the Design Review Board. In instances of improvements in the rights-of-way, the following rules expressly apply:

1. All fences must be a **minimum** distance of five (5) feet from the alley pavement.
2. Absolutely no permanent structures may be built beyond the lot lines (i.e. brick posts, columns, walls, pools, or anything requiring a concrete foundation, etc.).

3. If the Design Review Board does not object to an improvement in the alley right-of-way, note that the utility company and/or the Norton Commons Foundation, Inc. has the right to remove any such improvement if access is needed and replacement and/or repair will be at the homeowner's sole expense.

North Village Geothermal Requirement: The current development plan is for all residences in the North Village to utilize geothermal heat pumps for heating and cooling. Any proposed deviation from geothermal technology is generally prohibited and must be approved of in writing by the Design Review Board prior to undertaking any such change. Authorization to deviate from geothermal technology may be withheld with or without cause. The development office and/or Design Review Board reserves the right to change the foregoing policy should other efficient means of heating and cooling become readily available at reasonable cost.

Please note exterior modification proposals are only approved subject to the following conditions:

Drainage: Improvements shall not alter the established drainage flow pattern of the lot. Improvements shall not direct water onto adjoining lots. Plantings, landscape beds and fences may require drain tile to be installed to prevent adverse impacts to adjoining property. You may need to seek professional help to assess and mitigate possible drainage issues.

Utilities: You or your contractor should call for utility lines to be located and marked prior to beginning work. You and your contractors are responsible for any and all damage to utilities related to the work. The utility company has reservation right in the easement area that allows them to excavate, repair or replace services. If they ever act on their rights, utility companies do not have the obligation to replace landscaping, pavement, fences or anything else. The terms of utility easements are recorded on the record plat for your lot, and are also generally described in our deed restrictions of record.

Approval Expiration: If your project is not begun or completed within **180 days** of receiving approval, you will need to resubmit an Exterior Alteration Proposal. A scanned copy of this approval and all supporting documentation will be kept in the lot file for your address in the NCRVA office.

Release of Liability: Norton Commons, LLC, the Norton Commons Foundation, Inc., the Norton Commons Residential Village Association, Inc., and their affiliates shall be held harmless and indemnified by you for any damage caused by the proposed work during the installation and related to any future damage caused by anyone to the improvements, or damage resulting to others resulting from the proposed improvements.

Damage to Adjoining Property: Any damage caused by the applicant's construction to another site property shall be fully repaired by the resident applicant.

Thank you for submitting your project for approval. By signing this form, you acknowledge and agree to abide by the foregoing terms for your proposal and any subsequent installation.

For questions, please call or email:

NCRVA
ncrva@nortoncommons.com
502.208-4005

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Resident Signature Date/Time