



## Design Review Application: Checklist

Design Review Applications with Covenants Committee approval are required for most exterior modifications to your home or property. Once you have your desired project or modification planned, it is time to seek approval from the Covenants Committee. The approval process begins with you, as the owner of the property, fully completing the Design Review Application with all supporting documents and information. A complete application packet will allow for proper and efficient review and approval.

### Design Review Application Essentials

#### Is your application completely filled out?

- Owner/Property information
- Type of modification is selected
- Project box filled out for each modification – circle proposed or existing
- Signature of adjacent homeowners
- Owner's Acknowledgments initialed
- Signed and dated by Owners

#### Do you have required supporting documentation?

- Color pictures of the front and rear of property – to include comprehensive pictures of proposed modification location.
- Color pictures of materials with manufacturer name and color name to include but not limited to: Paint/stain, Structural materials, Shingles (also include shingle style), Trees/shrubs/plants – include name of species and size at maturity, Stones/pavers/rocks, etc.
- Final House Location Survey/Record Plat with modification marked on the plat, in red, as close to scale as possible. (Required for most applications)

#### Required Information for Some Projects

- Contractor/elevation/landscape drawings where applicable with detailed dimensions.
- Any additional features (sitting wall, buried drainage, lighting, fire pit etc.)
- Heat mapping for solar panel modifications.
- Other project specific information as required by the guidelines and requested by BCA Staff.

Complete application packet must be submitted by published deadline. **Standard deadline is on Friday by 9:00 am, ten days before a scheduled meeting.** Incomplete applications will be deferred to the next scheduled meeting.

Owners are encouraged to visit the [BCA website](#) and review the [Design Guidelines](#) prior to planning an exterior project and completing a Design Review Application packet. BCA Community Standards Advisors are here to assist with all questions.

### Submit Application To:

- **Preferred Method:** Email to [designreview@brambleton.org](mailto:designreview@brambleton.org). Please place your address in the subject line and attach documents in PDF form;
- Or Mail to office: Design Review, 42395 Ryan Road, Suite 210, Brambleton, VA 20148;
- Or After-hours Drop Box: Located to the right of the front office door at the above address.

*This checklist is not required in the application packet.*