



PRIMARY CONTACT INFORMATION (please print):

Owner name(s): _____ Date: _____

Property address: _____ Unit Model: _____

Mailing address (if different): _____

Daytime phone: _____ Home/Cell phone: _____

E-mail address: _____

FOR THE MANAGEMENT OFFICE:

VARIANCE REQUESTED: _____ OWNER VERIFIED:

TYPE OF UNIT: _____ ENG CERT/DRAWINGS:

AGENDA DATE: _____ VC RESULT: APPROVE DENY

BOD APPROVAL REQUIRED: YES NO AGENDA DATE: _____

1st LTR OWNER: _____ 2nd LTR OWNER: _____ FINAL LETTER: _____

A variance request is required when making interior or exterior changes to a unit that are not in accordance with Fairlington Villages policy or by-laws.

<https://fairlingtonvillages.com/policies/>

<https://fairlingtonvillages.com/by-laws/>

If uncertain whether a change meets policy or by-laws, contact the Management Office.

1.0 UNIT OWNER RESPONSIBILITY ACCEPTANCE

UNIT OWNER UNDERSTANDS AND AGREES:

- 1.1. Unit owner must be up to date on all assessments and payments due before a variance request can be considered.
- 1.2. Misrepresentation, written or oral, VOIDs a variance approval.
- 1.3. Work proposed in a Variance Request may not be started until receiving written approval from the Management Office on behalf of the Board of Directors or Architectural Control Committee, as Required.
- 1.4. All work must be done according to:
 - the Variance Approval,
 - the Building Permit,
 - the Rules and Regulations of the Association,
 - local jurisdiction noise, safety, and building code requirements, and
 - best practices for maintaining a safe site in and around the unit, including trash removal and haul away. Trash removal policies: <https://fairlingtonvillages.com/wp-content/uploads/sites/647/2021/01/Trash-Policy.pdf>

- 1.5. All building permits and inspections are, ultimately, owner responsibility, even though a contractor agrees to make these arrangements.
- 1.6. Construction must start within _____ days (not to exceed 180 days) of receiving notice of approval from the Management Office or the Variance will be VOID. Extensions may be granted by the Management Office, in writing.
- 1.7. Construction must be completed within _____ days (not to exceed 180 days) of beginning construction or the Variance is VOID. Extensions may be granted by the Management Office, in writing.
- 1.8. Owner must notify the Management Office when final approval from the jurisdiction's Building Inspection Service is complete. The Management Office will inspect the finished project to verify that construction agrees with the Variance Request. If interior inspection is required, owner may be present or provide a key to the Management Office, as mutually agreed.

2.0 VARIANCE TIMELINE

- 2.1. Submit Variance Requests to the Management Office by the 1st Monday of the month to be included on the Architectural Control Committee agenda for that month.
- 2.2. Architectural Control Committee meetings are held on the 3rd Thursday of each month at 7 p.m. in The Fairlington Villages Community Center, 3001 S Abingdon St. Meetings are OPEN. Please, join us! It helps and should not take long.
- 2.3. Incomplete or inadequate variance requests will be returned via the Management Office with an explanation of what will be needed when resubmitted.
- 2.4. Some Variance Requests require Board of Directors (BOD) approval. The Architectural Control Committee sends all such Requests to the BOD, along with its recommendations.
- 2.5. BOD meetings occur the 1st Wednesday of every month at the Community Center and are OPEN. Even if the Architectural Control Committee recommends NOT approving your request, you may ask the BOD for their approval. The BOD decision is final.
- 2.6. Upon completion of the project, provide owner certification that the project was completed in accordance with the approved Variance to the Management Office.

3.0 VARIANCE INFORMATION

Planned date for project start: _____

Approximate date for project completion: _____

If requesting post-construction approval for a project that did not undergo the required Variance approval process, see section 6.0.

Variance requested (Check all that apply):

- Interior *See section 4.0 for interior variance submission requirements.*
 - Changing, modifying, or removing any wall, or any support post and the joist(s) it supports;
 - All attic space conversions;
 - All renovations introducing additional plumbing fixtures.
- Exterior *See section 5.0 for exterior variance submission requirements.*
 - Anything altering the exterior appearance of the building, including wall penetrations, cables, pipes, windows, window trim, doors, door trim, steps, and fences.
 - Any other changes not in accordance with policy

4.0 INTERIOR VARIANCE DOCUMENTATION

All interior variance requests shall provide the following:

- A detailed description of interior improvements/renovation/work, including location

- Floor plan of your unit clearly marked to show the proposed changes. Show measured and planned dimensions. <http://fairlington.org/homedata.htm> contains floor plans with approximate dimensions.
- Color photographs of the area to be changed. Indicate locations of proposed changes on the photographs.
- Copy of contractor proposals, commercial literature, and any related information.

4.1 Interior projects requiring Arlington/Alexandria building permit

To determine if work requires a building permit, consult your respective county/city building permit office.

For Arlington address: <https://building.arlingtonva.us/permits/residential/>

For Alexandria address: <https://www.alexandriava.gov/permitcenter/default.aspx?id=55414>

For projects proposing changes to the interior that require an Arlington/Alexandria building permit, provide the following information with your Variance Request:

- An original letter from a Professional Engineer, licensed in Virginia and qualified in structural engineering declaring without qualification that if the project is constructed in accordance with plans, the project will have no effect on the building structural integrity.
- A copy of the building permit approval from the county/city.
- An owner certification post-construction that the project was completed in accordance with the approved building permit and Variance.

4.2 Interior projects not requiring Arlington/Alexandria building permit

For projects proposing changes to the interior (Changing, modifying, or removing any wall, or any support post and the joist(s) it supports) that do NOT affect the building's structural integrity, provide:

- An original letter from a Professional Engineer, licensed in Virginia and qualified in structural engineering declaring without qualification that if the project is constructed in accordance with plans, the project will have no effect on the building structural integrity.
- An owner certification post-construction that the project was completed in accordance with the approved Variance.

5.0 EXTERIOR VARIANCE DOCUMENTATION

All exterior variance requests shall provide the following:

- A detailed description of exterior changes proposed, including location

- Reason(s) for the change(s): _____

- Photographs of the building exterior showing the existing condition of the building and marked to show specific locations of the proposed change(s). Both wide and detailed area photographs are helpful. For changes outside the building, consider using Google Maps to show aerial location of change.

- Photographs of nearby units or buildings with similar exterior changes are helpful. Show address.

For wall penetrations:

- Detailed description and location(s) of any new wall penetration(s), including exterior vent cover(s), cable, wire, HVAC, or other pipe penetration(s). (may be included in description above)

- Detailed description of how penetration(s) no longer needed will be repaired and made weatherproof. (may be included in description above)

- Documentation showing the color(s) of material(s) proposed to be used. If not white or reusing existing materials, color samples or images will be required.

- An owner certification post-construction that the project was completed in accordance with the approved Variance.

6.0 EXPEDITED AND POST-CONSTRUCTION VARIANCES

- Variance Requests for reasons of health, safety, or security may be expedited insofar as Variance Committee and Board Members are able. Provide written justification.

- Variance Requests for projects already completed shall submit all of the information above, including color photographs and an explanation for not receiving the Variance prior to the change. Note that Variance approvals are required for sale of a property and may be subject to an assessment when requested post-construction.

7.0 APPLICATION / INDEMNIFICATION / AGREEMENT:

I/we, owners of the referenced unit, apply to the Architectural Control Committee and the Board of Directors to make the requested changes/modifications/additions/improvements (the Project) to the unit.

I/we agree to be personally responsible to the Association and to any other unit owner for all damage caused by or arising from the Project and to indemnify the Association for all of its costs, judgments, and/or expenses, including actual attorney’s fees, arising from or relating to the Project.

I/we agree that, if approved, the Project will be completed in accordance with the Variance received.

I/we have read and understand the requirements and guidelines provided by the Association.

Signed: _____ Date: _____

Signed: _____ Date: _____

8.0 PROJECT COMPLETION VERIFICATION

After the project is completed, the unit owner must certify that the work was completed in accordance with the approved Variance and Building Permit (if applicable).

- Provide color photographs showing the completed work.
- Provide copy of any building permit inspections or completion documentation (if applicable).

I/we, owners of the referenced unit, certify to the Architectural Control Committee and the Board of Directors that the requested changes/modifications/additions/improvements (the Project) were completed in accordance with the approved Variance Request.

Signed: _____ Date: _____

Signed: _____ Date: _____

ASBESTOS – IMPORTANT NOTICE

If renovations contemplated to your unit include: (1) The removal of vinyl flooring, (2) Replacing the attic insulation, (3) Impacting the popcorn textured ceiling in any manner (scraping the texture, cutting holes for recess lighting, drilling, putting drywall over it, etc.) or (4) Cutting drywall finished with joint compound manufactured prior to 1982, you must retain a licensed contractor to test for asbestos and furnish a copy of the report findings to facilmgr@fairlingtonvillages.com. If the result is positive for the presence of asbestos, abatement must be performed by a licensed contractor prior to proceeding with work/renovations.