



# Occoquan Forest Owners Association

*On the banks of the Occoquan River in Prince William County, Virginia*

## ***Architectural Control Committee — Work Approval Request***

*Please submit to [ofoa.acc@gmail.com](mailto:ofoa.acc@gmail.com), or mail to:  
OFOA ACC, 6251 Occoquan Forest Drive, Manassas, VA 20112*

**Re: Occoquan Forest Covenants, Article V**

### **HOMEOWNER'S INFORMATION:**

NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

DAY PHONE: \_\_\_\_\_ EVENING PHONE: \_\_\_\_\_

E-MAIL ADDRESS: \_\_\_\_\_

### **NATURE OF THE REQUEST:**

NEW CONSTRUCTION ☐

TREE REMOVAL ☐

EXTERIOR ALTERATION ☐

OTHER ☐

UNDER WHICH ARTICLE OF THE COVENANTS ARE YOU APPLYING? \_\_\_\_\_

### **DESCRIPTION OF WORK:**

### **INFORMATION/INSTRUCTIONS:**

1. Please describe the changes or additions requested. Include a copy of the property plat and indicate on it the exact location of the proposed new building, change or addition. This request must also include a drawing of the proposed work. Style, materials, dimensions and colors must also be clearly specified. For painting, please include a color sample. *Should the ACC require additional information, you will be notified and your request will be deferred until this information is received.*
2. Upon receipt of the final proposal and all requested information, the AC is obliged to approve or disapprove the Work Approval Request, in writing, within 30 days. Failure of the AC to render a decision within the 30-day period shall be considered as approval by default.

**DATE SUBMITTED TO AC:** \_\_\_\_\_

Address questions to the Architectural Control Committee: [ofoa.acc@gmail.com](mailto:ofoa.acc@gmail.com)

**Homeowner's Acknowledgments:**

I/we understand and agree (please initial):

1. that approval by the Committee shall in no way be considered as to pass judgment on the correctness of the location, structural design, suitability of water flow or drainage, location of utilities, or other qualities of the proposed change being reviewed.
2. that approval by the Committee shall in no way be construed as to pass judgment on whether the reviewed proposed change is in compliance with the applicable building and zoning codes of Prince William County.
3. that approval of any particular plans and specifications or design shall not be construed as a waiver of the right of the Committee to disapprove such plans and specifications, or any elements of features thereof, in the event such plans are subsequently submitted for use in any other instance.
4. that no work on the proposed change shall begin until I/we have received written approval of the Committee; and, if work is begun prior to approval, 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; that I may be required to pay all legal expenses incurred by the Association.
5. that any variation from the original application must be submitted in advance to the Committee in writing for approval; that there shall be no deviations from the plans, specifications, and location approved by the Committee prior to receipt of written consent from the Committee.
6. that I authorize members of the Committee or its agent(s) to enter upon my Property to make one or more inspection(s).
7. that construction or alterations in accordance with the approved plans and specifications must be completed within 12 months of the approval date, otherwise the approval by the Committee shall be deemed conclusively to have lapsed and to have been withdrawn.
8. that it is my responsibility and obligation to obtain all required building permits, to contact Miss Utility, and to construct the improvements in a workmanlike manner in conformance with all applicable building and zoning codes.
9. that I am responsible for any damage and all cost to repair community common areas or property that results from the proposed modification.

Owner/ Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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*For ACC Use Only*

Date of receipt of complete application package: \_\_\_\_\_ Date of ACC approval: \_\_\_\_\_

Date of ACC disapproval: \_\_\_\_\_ Reason for disapproval: \_\_\_\_\_  
\_\_\_\_\_

Additional Comments:

ACC Member(s) Signature: \_\_\_\_\_ Date: \_\_\_\_\_