

Fairlington Mews A Condominium Association

Request For Variance Approval

****All requests must be submitted to Management by the 1st Monday of each month****

PLEASE PRINT

Owner Name (s): _____ Date: _____

Property Address: _____ Work Phone#: (____) - _____

Home Phone#: (____) - _____ Email Address: _____

Mailing Address (If different) _____

Typical Timeline:

- 6 weeks** {
1. By the 1st Monday of the month, submit the completed variance request form (including all necessary supporting documents) to Management Office.
 2. Early in month, Management reviews applications for content. Completed request forms are forwarded to the Mews Board of Directors.
 3. The Mews Board typically meets on the 4th Thursday of the month in the community center to review complete variance requests. After review and discussion, the Mews Board will make a final determination and notify the co-owner. If you wish to attend the Board meeting, call the Management Office to confirm the time and location.
 4. The Management Office will notify you, in writing, of the date the Board will review your variance request.
 5. Please check the "Variance Requests" Section of the Mews Handbook - on the web at www.fairlington.org/mewsvariances.htm - for more information on requests.
 6. The Management Office will notify you of the Board's decision, in writing.

Your request must:

1. Be complete. Please read this entire form.
2. Clearly communicate the changes/modifications/additions or improvements (collectively, the Project) you wish to make, both in general terms and specifically.
3. Provide information as to the exact location of the proposed Project noted on a floor plan for your unit - the Fairlington District web site (<http://www.fairlington.org>) has floor plans. Provide both a before and after floor plan.
4. Include a precise description of the Project including style, dimensions, materials, etc. If you are requesting a Project that will affect the exterior appearance of your unit, your request should also state the color, a sample of which must be included with this submittal.
5. Include a copy of the plans, specifications, commercial literature or photographs. For structural changes, include photographs of the area of the proposed Project.
6. **All structural projects will require an unqualified certification from a structural engineer, registered in the state of Virginia, that if the Project is constructed in accordance with` plans either (a) it will have no structural impact, or (b) it will be structurally sound and adequate following construction. The engineer's stamp must appear on the engineer's certification and all drawings.** It has been the experience of the Mews that the same walls in

the same type of unit can be structural in one case but not structural in another. Therefore, for purposes of this application the **removal or modification of any wall** should be assumed to be a structural Project. The **removal of any support post** in the basement or the **modifications or removal of any ceiling joist or supports** should be considered to be a structural Project. The structural engineer will charge you a fee for their work and may need to make holes in the interior walls of your unit.

In Addition:

1. Requests from any unit owner who is delinquent in the payment of any assessments will be denied. Once the delinquent account is again in current status the request may be resubmitted for consideration.
2. No work referred to in this request will be initiated until such time that written approval is received from the Management Office on behalf of the Board of Directors.
3. Once approved, all modifications will be completed within the timeframe provided in this request.
4. All modifications must be completed in accordance with the Rules and Regulations of the Association (including the Association's and the applicable jurisdiction's noise ordinances) and that all debris resulting from the approved modification(s) will be removed from the premises by the contractor.
5. The applicant is responsible for all building permits and to ensure that all modifications are made in strict compliance with all local and state building codes.
6. Any misrepresentation of any item(s) in this request or oral statements made in follow-up to this request will be grounds for the Committee or the Board to void any approval.
7. All requests must be submitted to Management **by the 1st Monday of each month.**

VARIANCE REQUEST:

Variance Request: _____

Location: _____

Detailed Description Modification(s) to be completed: _____

Supporting Documentation Provided (**Reminder – Any removal or modifications as stated in item #6 on the front page of this form requires a statement from a structural engineer**):

1. _____
2. _____
3. _____

If additional space is required, please add an additional page(s).

Time Table:

The applicant further agree to notify management within 10 days of completion of the modifications for purposes of conducting an inspection to determine that the modifications are in accordance with this application. If access to the interior of my unit is needed then a key will be made available to complete this inspection.

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Application/Indemnification/Agreement:

As the owner(s) of the above referenced unit I/we hereby make application to the Board of Directors to make the requested changes/modifications/additions or improvements to our unit as described in this request.

As the applicant for this variance and as the owner(s) of the unit to which requested changes/modifications/additions or improvements to our unit (collectively the Project) is sought, I/we agree to be personally responsible to the Association and to any other unit owner for any damage caused by the Project and to indemnify the Association for all of its costs, judgments and/or expenses, including its attorneys fees, that arise from or relate to the Project or to damages or damage claims arising there from.

I/we agree that if approval is received, any and all changes will be made in accordance with this written request and the approval received.

I/we agree that we have read and understand the requirements and guidelines provided in this request.

Signed: _____ Dated: _____

Signed: _____ Dated: _____

Notice: Requests that do not conform to the information required in this application shall be considered incomplete and will not be considered for approval until such time as a complete application has been re-submitted.