

**KEENE MILL WOODS II CONDOMINIUM  
DESIGN REVIEW APPLICATION  
Items Needed to Complete Covenants Application**

- 1) Image of the proposed window and doors.
- 2) Confirmation in writing that the new windows and doors will appear the same from the exterior of the unit in size, color, and style.
- 3) Copy of contractor's business license.
- 4) Copy of contractor's certificate of insurance listing Keene Mill Woods II Condominium as Additional Insured and Certificate Holder. (wording below)  
Keene Mill Woods II Condominium  
c/o Abaris Realty, Inc.  
7811 Montrose Road Suite 110  
Potomac, MD 20854

# KEENE MILL WOODS II CONDOMINIUM DESIGN REVIEW APPLICATION

Please mail or email to: Board of Directors of Keene Mill Woods II Condominium  
c/o Abaris Realty, Inc  
Attn: Ms. Lawan B. Trent  
ltrent@abarisrealty.com  
7811 Montrose Road Suite 110  
Potomac, MD 20854

**1. Name:**

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**2. Address of Property Where Change is Proposed:**

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*Mailing Address:*

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**3. Phone Numbers:** (h) \_\_\_\_\_ (c) \_\_\_\_\_ (w) \_\_\_\_\_

**4. General Description of Proposed Change:**

Provide a description of the proposed change, including the purpose or reason for the change, the type and color of materials to be used, location on the property, and any other pertinent information required to evaluate this proposed change.

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**5. Required Exhibits and Supporting Documentation:**

The supporting exhibits or supporting documentation listed below must accompany this design review application, as applicable for the proposed change. An application submitted without all required submissions will be considered incomplete. In such case, the Board of Directors' ninety (90) day review period will not commence until all required submissions have been provided. An applicant should provide all documents and exhibits required by Fairfax County.

A. **Paint or Stain Colors** – A sample and model number of the color(s) to be used must be provided, both for repainting or re-staining existing improvements and for structural additions, together with a list of existing paint colors on the unit or appurtenant structures which will remain unchanged. Only the Keene Mill Woods II standard colors will be permitted on any exterior surface.

- B. **Finish Materials** – A description and/or sample of all finished materials to be used for the exterior surface proposed improvements must be provided.
- C. A plan, drawn to scale, showing the location and dimensions of the proposed improvement, including orientation with respect the property lines, unit, and adjacent dwelling units, must be provided.
- D. **Photographs** – The inclusion of photographs is appropriate for exterior lighting fixtures, decorative objects and similar cosmetic additions to the unit or lot.
- E. **Other Exhibits** – Other exhibits may be required in order to permit adequate evaluation of the proposed change. Unit owners are advised to seek guidance from the Board of Directors’ managing agent before submitting an application.

6. **Estimated Start Date of Construction:** \_\_\_\_\_  
*(after approval by the Board of Directors)*

7. **Estimated Completion Date:** \_\_\_\_\_

Owner’s Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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Date received by the Board of Directors: \_\_\_\_\_

Pursuant to the governing documents, the Board/ACC is granted the authority to approve or disapprove the plans and specifications for the architectural change herein submitted. The following action has been taken:

\_\_\_\_\_ Approved - Plans and Specifications submitted in this application meet the requirements of the Declaration, Bylaws, and ACC Rules, Regulations, and Guidelines.

Comments: \_\_\_\_\_

\_\_\_\_\_ Disapproved - Plans and Specifications submitted in this application do not meet the requirements of the Declaration, Bylaws, and ACC Rules Regulations, and Guidelines.

Comments: \_\_\_\_\_

\_\_\_\_\_ Incomplete - Further information is required before this application can be approved. Please resubmit this application with the following additional information:

\_\_\_\_\_  
 \_\_\_\_\_

\_\_\_\_\_  
 (Signature)

\_\_\_\_\_  
 Date

\_\_\_\_\_  
 (Print name, title)