

Architectural Control Committee Questions

Questions are arising regarding whether or not a particular project needs the approval of the Tanglewood Community Association Architectural Control Committee (ACC).

The TCA By-Laws (Schedule A – Restrictions, Item 4) states:

“No building, garage, barn, shed, fence or other **structure (emphasis added)** shall be erected, placed, or altered on any lot until construction plans and specifications and a plan showing the location of the structure have been approved by the Architectural Control Committee as to the quality of workmanship and materials, **external design or harmony with existing structures (emphasis added)**, and as to the location with respect to topography and finish grade elevation. No fence or wall shall be erected or placed or altered on any lot nearer to any street than the minimum building setback lines unless similarly approved.”

With the by-law noted above in mind, hopefully the following will clarify and answer Homeowner’s questions.

ACC review and approval **is** required if you’re planning to build/replace and/or modify any of the following:

- An addition (to any structure) including a Sunroom
- An open, covered and/or screened deck and/or porch
- A covered / screened patio
- A shed
- A barn
- A garage or carport conversion to a garage
- A trellis / pergola / and/or breezeway connecting structures
- A gazebo
- A greenhouse
- A Poolhouse
- A fence (occurring in whole or in part within any portion of the minimum building setback¹)
- Retaining and/or garden wall (occurring in whole or in part within any portion of the minimum building setback)
- A freestanding flagpole
- A handicap ramp
- Any (other) accessory structure on your property

¹ The building setback is the minimum distance the zoning ordinance requires a building needs to be from a street and/or property line. The TCA is typically zoned R-2C (R-2 with Cluster Development) where the front setback is 25 feet; the rear setback is 25 feet; the side setback is a minimum of 8 feet, but a total minimum of 24 feet (meaning if you have 8 feet on one side the opposite side must be 16 feet). Please refer to Exhibit B.

ACC review and approval **is** also required if you're planning on completing any of the following:

- Painting the house exterior (including shutters), or any other accessory building (shed, gazebo, etc.)
- Replacing and/or adding windows
- Replacing exterior siding
- Adding or removing shutters
- Replacing and/or adding exterior doors (particularly the front door)
- Replacing the roofing materials, gutters and/or downspouts
- Adding or replacing solar panels, wind turbines, etc.
- Building a treehouse

ACC review and approval is **not** required if you're planning on completing any of projects list below. However, a Fairfax County permit may be required, which is the Homeowner's responsibility to comply/verify:

- Interior modifications (including, but not limited to: painting, kitchen / bathroom remodels, interior wall removal / alterations, etc.).
- Landscaping (including hardscapes (e.g. open (not covered/screened) patios, walkways, etc.) and/or planting beds.
- Storm repairs (Provided they are repairs of existing materials, not replacements or modifications in material and/or color.)
- Rain harvesting system/ collection via downspouts.
- Driveways (However, please try maintaining the existing material. For example: If you have an existing concrete driveway it shouldn't be replaced with asphalt and vice versa if possible.)
- In-ground swimming pool / pond. However, the required fence/enclosure (if new, for a swimming pool) and pool equipment shed or covering may need approval.
- Mailbox replacement (Please refer to the TCA Homepage for additional USPS requirements.)

So, you've determined that you need ACC approval. Now what?

1. The first thing is to let your adjacent neighbors know what you're planning to do. Sometimes discussing the proposed project with your neighbors upfront makes the review process much easier.
2. The next step is to have construction drawings and specifications prepared that represent the proposed project. The drawings required will vary depending on the type of project.

For example:

- a) If you're only repainting the exterior of your house you only need to submit color samples.
- b) If you're replacing siding and/or windows you need to submit the siding specification (a color photograph and/or color spec sheet from the manufacturer is acceptable) and window specifications cut sheet.
- c) If you're planning on building an addition then you need to submit a Plat ² (Site Plan showing the location of the proposed addition) along with Floor Plan(s) and Exterior Elevations, including the proposed exterior finish/color schemes (siding material, roofing type, etc.). ³
- d) If you're adding or replacing a fence that occurs within any portion of the minimum building setback line⁴, then you need to submit a Plat that clearly shows the location of the fence and gate location(s) (if any), plus a drawing/sketch/photograph of the fence style / color including the fence height.

² A Plat is basically a site plan that should be part of your finance documents. (Please refer to Exhibit A.) If you cannot find it in your documents call Fairfax County, and if they have one on record they will mail it to you. Please be aware that if the Plat is an older version that does not reflect the current property conditions you may need to acquire an updated version by professional Land Surveyor.

³ It's highly recommended that if you're planning to add a major exterior design feature, (e.g.: a large addition, etc.), you should first submit Preliminary Drawings (typically prepared by a Design Professional or Contractor) prior to completing the Construction/Permit Drawings in the event that design features need to be changed and/or modified during the ACC review process.

⁴ Fence review submittals are only required when a fence occurs within any portion of the minimum setback line. Please refer to Exhibit B.

(These are just the most common project examples and not the only type of projects requiring approval. If you're not sure what to submit please notify the ACC for direction.)

3. Finally, you're ready to submit the drawings to the ACC. You'll need to fill out the Homeowners Architectural Approval Form:

[http://www.tcavienna.org/documents/TCA Homeowners Architectural Approval Form.pdf](http://www.tcavienna.org/documents/TCA_Homeowners_Architectural_Approval_Form.pdf)) to get your adjacent property owner's signatures, and submit one (1) set of drawings and specifications to the ACC.

Please submit your drawings at least thirty (30) days before your project starts to give the ACC adequate time to review your project per the TCA By-Laws Schedule A – Restrictions, Item 6.

The ACC hopes this information has been helpful.