WHEREAS, Section III.5(e) of the First Amendment to the Deed of Amendment to the Deeds of Dedication of Reston ("Amended Reston Deed") provides the Reston Association ("RA") Board of Directors with all powers necessary and appropriate for carrying out the purposes of the Association which are enabled by law or the Reston Documents; and

WHEREAS, Section III.6 of the Amended Reston Deed sets forth the composition and responsibilities of the Design Review Board ("DRB"); and

WHEREAS, Section III.6(d)(1) of the Amended Reston Deed delineates the responsibilities of the DRB stating that the DRB has the power to interpret, administer, and render decisions involving the design covenants in Deed Section VI.1 in accordance with the published Design Guidelines; and

WHEREAS, Section III.6(d)(4)(iii) of the Amended Reston Deed requires that every applicant submit with their application the signatures of at least three different Lot Owners adjacent to or within view of the applicant’s alteration or improvement, at least one of which shall be from an adjacent Lot Owner. In addition, if the applicant’s Lot is within a Cluster Association at least one of the signatures must be that of a Cluster officer. The required signatures are merely an acknowledgement of the applicant’s submission to the DRB and are in no way to be considered either an approval or disapproval of the pending application. At the discretion of the DRB, applications that the DRB determines to have a wider impact on the community may be required to provide additional notice beyond the signatory requirements of this provision; and,

WHEREAS, Section III.6(e)(3) of the Amended Reston Deed provides the DRB with the authority to require applicants to provide other documents or specifications as described in the Design Guidelines or prescribed by the DRB.

NOW, THEREFORE, BE IT RESOLVED, that the following administrative procedures shall govern notice and application submission requirements for, all levels of new development and redevelopment application review including work sessions, information only presentations, as well as projects which require any one or more of the following Fairfax County applications: Comprehensive Plan Amendment, Development Plan Amendment, Special Exception or PRC Plan.

1. Notification of DRB work sessions or information only presentations or consideration of an application must be made at least twenty one (21) calendar days in advance of the applicable DRB meeting date.
   a. Notification Requirements.
      i) A letter with date, time and location of applicable DRB meeting.
ii) General project information (name of project, location of project and a brief description of the project).

iii) Information on how to register as an Affected Party in accordance with Design Review & Covenants Administration Resolution 10; Affected Parties, including such information as (703) 435-7994 or email DRB@reston.org.

iv) A website link to view plans and/or project information will be populated 14 days in advance of the DRB meeting date.


i) Initial project notification shall be sent by:

1. Certified mail/return receipt and first class mail to three (3) different lot owners adjacent to or within view of applicant’s alteration or improvement;

2. First class mail to a minimum of twenty-five (25) different owners of property in Reston Association within 500 feet of the applicant’s property. If the project is within 500 feet of a Cluster and/or Condominium development, then notice (first class mailing) shall be sent to all unit or Lot Owners of such Clusters or Condominium development; with certified mail/return receipt to Cluster/Condominium officers.

3. Evidence must be submitted to the DRB Secretary to show that the notices were sent correctly to each property owner and were postmarked no later than twenty-one (21) days prior to the DRB meeting date.

4. Applicants may obtain the surrounding property owner’s mailing addresses from Fairfax County’s Department of Tax Administration which is located in the main Government Center [located at 12000 Government Center Parkway], OR, it can be obtained on the County’s website by accessing the Department of Tax Administration Real Estate Assessment Information Site.

ii) Subsequent notifications may be sent by either first class mail or transmitted electronically if consented to by the Affected Party.

iii) If a year has passed since the last date the DRB considered an applicant’s project then, the initial notification process as per section b. i) of this resolution must be undertaken before the DRB will take up an application on the same project.

c. Application Requirements.

i) Applicants shall submit their initial application package (except for work session and information only presentations) to the DRB Secretary for review, and make the package available to Affected Parties, at least fourteen (14) calendar days in advance of the applicable DRB meeting date.

ii) The application package shall include:
1. Completed DRB application form; and,
2. Presentation materials (site plans - conceptual/revised/final, as applicable, photos, studies, etc.); and,
3. Payment for application filing fee as per Design Review & Covenants Administration Resolution 8; Design Review Application Procedures Resolution (if applicable).

iii) The information submitted in the DRB application package in advance of a DRB decision meeting, may not be materially changed between the 14-day notice requirement and the DRB meeting date. The DRB may defer an application if information presented at the meeting is not the same as the information reviewed by the DRB Secretary.

2. The Reston Association will post notice of the Application’s DRB meeting date on the Association’s website and in RA News.

3. Evidence that the notices were sent correctly must be provided to the DRB Secretary or the application will not be reviewed on the date scheduled.

4. The DRB Secretary shall post the applicant’s submission packet on the RA website at least seven (7) calendar days in advance of the applicable DRB meeting that the application is to be considered.

**ATTEST:** Resolution was adopted at a Special Meeting of the Reston Association’s Board of Directors held on September 14, 2016; and amended on December 15, 2016; and amended on September 28, 2017, and amended on June 28, 2018.

John Mooney
Secretary

Aug. 9, 2018
Date
FEE SCHEDULE FOR DRB APPLICATIONS

New Development / Redevelopment of Site
Includes:
One (1) workshop and one (1) informational presentation;
Up to two (2) reviews for conceptual approval;
Up to two (2) reviews for final approval;
One review for final landscape plan, comprehensive signage plan and comprehensive lighting plan

Additional Reviews (each) $175.00

Major Alterations/Additions/Renovations of Site
Tear Down- In Fill, of a minimum of 25% or more of the overall square footage
Includes:
One (1) informational presentation;
One (1) review for conceptual approval;
One (1) review for final approval

Additional Reviews (each) $175.00

Alterations/Renovations/Major Repairs of Site
(I.E. re-paving, digging trenches for cable/water/sewer lines, siding/roof replacement)

Landscaping Plans – Comprehensive Site Plans $400.00

Landscaping Plans
Tree Removal, Walkways/Steps, Retaining Walls/Plantings $175.00

Lighting - Comprehensive Site Plan $400.00

Lighting Alterations $175.00

Signs – Comprehensive Package $400.00

Signs (up to 4 per fee)
Identification/Informational/Directional, Awnings $175.00

Signs
Temporary/Flag Poles/Banners/Leasing $100.00

Building Mounted Equipment
Antennas/ Mechanical/Rooftop /Security Devices $175.00

Structures
Trash Enclosures/Fence/Storage Sheds $175.00

Temporary Structures $175.00

Updated June 11, 2018
Miscellaneous $100.00
Revised Application after Approval $100.00
Re-Approval of Expired Decision $100.00

Notes:
(1) Payment is due at time of application. Please make checks payable to the Reston Association.
(2) Neighboring property owners’ notification is required for all design review applications two weeks prior to submission.