



## WESTFIELDS BUSINESS OWNERS ASSOCIATION

### Project submittal material and plan approval procedures for submission to the WBOA Architectural Review Board (WBOA ARB)

Excerpt: Taken from Westfields –The International Corporate Center at Dulles  
*Declaration of Protective Covenants and Restrictions*, January 30, 1988 – Revised June 8, 1999

### ARTICLE V

#### PLAN APPROVAL PROCEDURES

**5.01. REQUIRED PROCEDURES.** The *Owner* or his designated representative shall be required to present his development proposal to the *Board* in at least two (2) submissions.

**5.02. PRELIMINARY SUBMISSION.** There shall be a preliminary submission at which time the *Owner* or his designated representative shall submit One (1)\* full sets of preliminary plans and specifications, One (1) (half size ) plans, and One (1) DVD,CD or USB Drive with PDF copy of the complete set of plans at the scale set forth in the *Development Guidelines*, showing or stating at least the following:

- a) Master plan for full development of the *Site*;
- b) *Site* plan and schematic design of area proposed for immediate development showing:
  - 1) location of all structures, easements, street rights-of-way and set-back lines;
  - 2) location of all walks, parking areas, off-street loading areas, driveways and outside storage areas.
  - 3) location of all landscaping features and existing trees to be preserved, and limits of clearing and grading;
  - 4) *Site* coverage data and calculations;
  - 5) parking data and calculations, including base data for projected needs;
  - 6) *Site* drainage plans, data and calculations; and
  - 7) contour grading plan including spot elevations at appropriate locations.
- c) Architectural *Building* elevation drawings of each *Building* face including without limitation materials to be used in their proper locations;
- d) *Building* materials and color information, with samples to be submitted if available;
- e) Description of proposed uses.

Dry Utility Plan /Alta Review (new req 2019)

\* Retail and Residential Developments: Please call the WBOA to discuss the potential of additional details required by the WBOA and WBOA/ARB

Within thirty-one (31) days of the receipt of the preliminary plans and specifications, a meeting shall be held between the *Board* and the *Owner* or his designated representatives and the *Board* shall provide to the *Owner* or his designated representative written comments as to said preliminary plans and specifications for guidance in preparation of the final construction drawings and specifications. Within three business days of receipt of all required plans and specifications, the Board shall so notify the Owner in writing and the aforesaid thirty-one day period shall commence on the date of such notification.

**5.03. FINAL SUBMISSION.** There shall be a final submission to the *Board* at which time the *Owner* or his designated representative shall submit detailed information in writing regarding the proposed use of the *Lot* or *Site* copies of all applications for permits and any accompanying correspondence, site plans, erosion and sedimentation control plans and other plans to be submitted for governmental approval and One (1)\* full size sets, One (1) (half size ) plans, and One (1) DVD,CD or USB Drive with a copy of the complete set of final construction drawings and specifications (the “Plans”) at the scale set forth in the *Development Guidelines*, showing or stating all aspects of the proposed development, including without limitation the following:

- a) location of all structures, easements, street rights-of-way, and set-back lines;
- b) location of all walks, driveways and curb lines;
- c) layout and location of all parking areas, including location and dimensions of all spaces, circulation aisles, curbs and bumpers;
- d) layout and location of all off-street loading areas;
- e) layout and location of all outside storage areas, including identification and size of the material to be stored and location and dimensions of all fencing and screening;
- f) all landscaping, including location, height, spread, type and number of trees and shrubs and location and type of all ground cover and lawn material, and existing trees and limits of clearing and grading;
- g) location, height, intensity and fixture type of all exterior lighting;
- h) location, size, and type of all pipes, lines, conduits and appurtenant equipment and facilities for the transmission of sanitary sewage, storm water, water, and other utility services;
- i) location, size and type of all fencing;
- j) architectural floor plans, *Building* elevation, wall sections and details of each *Building*;
- k) *Building* material and color information, including samples;
- l) temporary construction sign design
- m) permanent sign design;
- n) *Site* coverage data and calculations;
- o) parking data and calculations, including base data for projected needs;
- p) *Site* drainage data and calculations, including finished contour lines and spot elevations;
- q) description of proposed use; and
- r) such other data as may be specified in the *Development Guidelines*.

**5.04. SCALE AND DETAIL.** All architectural plans and construction drawings submitted shall be to a scale of not less than one-quarter inch (1/4”) equal to one foot (1’); and all site plans submitted shall be to a scale of not less than one inch (1”) equal to fifty (50’), unless otherwise specified in the *Development Guidelines*.

## **IMPORTANT NOTES:**

1. \*Changed from original text; commencing 2011 and subsequently in 2015, 2019: Submit for each review, One (1) set of full size plans, One (1) set of ½ size plans and One (1) DVD, CD or USB Drive containing complete full size set of plans, specs, renderings, picture of material boards, PowerPoint, movies, or any other material as submitted or presented to the WBOA ARB. This is in lieu of the originally required set of four (4) full size plans as noted in the original requirement. The DVD, CD or USB Drive should contain files in PDF format clearly marked with the name of the project, parcel # and date of submission on the disk(s). This is an effort to conserve paper, time and money in the review process.
2. Please read the *Development Guidelines* for any further requirements.
3. New fee schedule for ARB submittals effective March 13, 2002. Please submit payment with plans. **Without the payment, the plans will not be reviewed and/or could delay the review period.**
4. **You may now request an invoice for these services on the WBOA website. The WBOA will email an invoice that will contain instructions to pay by check, credit card or ACH effective March 2022. Please see the link to request a review below.**  
  
<https://www.westfieldscenter.com/arb-review-request/>
5. New components and requirements for residential developments added in 2019
6. IMPORTANT: Do not encroach on the common area corners with stone walls. All utilities must be run in shared utility easement and all transformers, utility pedestals shall be sunken or screen from views behind berms or landscaping. If your development is next to one of these corner walls you will be asked to update the landscaping to the Westfields Standard as may be discussed in your WBOA and/or ARB review.



**THE WESTFIELDS BUSINESS OWNERS ASSOCIATION**

c/o The Keech Company, LLC  
P.O. Box 222005 • Chantilly, Virginia 20153-2005  
Telephone: (703) 294-4912 • Fax: (703) 222-3488

**FEE SCHEDULE FOR WBOA AND ARCHITECTURAL REVIEW BOARD (ARB)  
SUBMISSIONS**

THE FOLLOWING FEE SCHEDULE WILL APPLY TO YOUR APPLICATION WHEN IT IS SUBMITTED TO THE WBOA:

<b><u>PURPOSE</u></b>	<b><u>FEE</u></b>
New Construction or Redevelopment of Site	\$1,200.00
Major Addition or Renovation	\$750.00
Minor Renovation, Site Lighting Comprehensive Sign Package, Landscaping Plan	\$350.00
Change of Ownership Requests (Estoppel Letters, etc.)	\$50.00 – \$300.00
Permanent Signage, Communication Equipment, Trash Enclosure, Fence, Awning or Roof-top Equipment	\$150.00
Temporary Sign, Minor Miscellaneous Items	\$75.00
<i>Development Guidelines and Declaration of Protective Covenants and Restrictions</i> (each set)	\$50.00
New Residential Community Document Review	\$5000.00
Other	TBD**

Please make payment at the time of the ARB application. Failure to submit payment with the application as well as a complete submittal with all required documents with the application will delay your review.

PLEASE MAKE CHECKS PAYABLE TO THE WESTFIELDS BUSINESS OWNERS ASSOCIATION AT THE TIME OF ARCHITECTURAL REVIEW BOARD APPLICATION.

\*\*Only WBOA costs are reflected in the costs listed. Additional costs may be incurred in the review of this application by the WBOA (legal, engineering, etc.) Applicants will be notified of these costs in advance and will be the responsibility of the applicant to pay as part of their review.

Physical address for shipping deliveries: WBOA, c/o The Keech Company, LLC (Please call the WBOA office to confirm address before sending any plans or documents)

For information regarding application review scheduling, fee payment or for any other WBOA or ARB inquiry, please call 703-294-4912 or via email at [bkeechjr@keechco.com](mailto:bkeechjr@keechco.com).