

## **Design Guidelines and Standards**

# **HENSLEY RIDGE**

*These Design Guidelines and Standards are intended to guide Hensley Ridge residents on the planning and design of exterior additions and alterations. Lot owners must file an Exterior Modification Request Application in accordance with Article 9 of the Declaration for Hensley Ridge before making any exterior changes upon any lot.*

**Amended April 2013**

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Exterior Modification Request Application

# HENSLEY RIDGE

**THE SPECIFIC STANDARDS DETAILED BELOW ARE CURRENTLY BEING USED BY THE COVENANTS COMMITTEE AND THE BOARD OF DIRECTORS TO REVIEW AND APPROVE ARCHITECTURAL MODIFICATIONS. EVEN IF YOUR MODIFICATION MEETS THE CRITERIA IN THESE "DESIGN GUIDELINES AND STANDARDS" YOU MUST SUBMIT AN ARCHITECTURAL MODIFICATION FORM FOR APPROVAL.**

**ACCESSORY UNITS:** No accessory units shall be permitted within Hensley Ridge unless designated on the house location plat at the time a newly constructed home is purchased from a builder. Thereafter, all permitted accessory units shall conform to these design guidelines and standards, and shall be approved by the Covenants Committee prior to construction. All accessory units shall conform to the Prince William County Zoning Ordinance. -

**ANTENNAS & SATELLITE DISHES:** Antennas and satellite dishes of a diameter of one meter or less are permitted on the property; however, they must be installed in the least obtrusive and least visible location on the lot. Satellite dishes in excess of one meter are not permitted. To comply with the Federal Telecommunications Act of 1996, prior approval of the Covenants Committee is not required for the installation of a satellite dish or antenna less than one meter in diameter. However, prior Notice of such an installation or planned installation is requested. Prior Notice will allow the Covenants Committee to assist the homeowner in selecting the best possible location for the equipment, while complying with the requirement for the least visible and least obtrusive location. More specifically:

1. **Ground Mount:** Should be located on a rear lot location. Where front or side yard locations are necessary, all equipment should be installed near other utility equipment; or among shrubbery.
2. **Roof Mount:** Should be located on the rear of the roof, below any ridge pole' or peak. If a front roof mount is necessary, all equipment should be installed to one side of the roof, rather than in the center; and equipment may be required to be painted to match the roof (so long as warranties are not voided).
3. **Structure Mount:** Should be located such that the equipment is adjacent to a chimney or other structure on the home; if on a deck, the equipment should be installed off to one side of the deck or adjacent to the house, if possible. Screening may be required.

**ATTIC VENTILATORS:** Exterior ventilators are permitted if painted to match the color of the roof (if roof mounted) or the color of the house siding or trim (if mounted on a gable end). Ventilators shall be mounted on the least visible side of the ridge so as to minimize their visibility. Use of turbines is prohibited.

**AWNINGS:** Exterior awnings may be located on rear decks or patios only and must be compatible with the architectural design and qualities of the home.

1. They shall be of a plain design and color which is compatible with the color scheme of the house.
2. They shall be consistent with the visual scale of the house while in use

3. They shall be retractable in style and be extended only while in use

**BASKETBALL BACKBOARDS:** Neither freestanding, wall mounted or portable backboards will be permitted.

**CHIMNEYS AND METAL FLUES:** Chimneys and metal flues must either be masonry or enclosed in the same finish material as the exterior of the home to which attached. A chimney cap/spark arrestor must be non-ornamental, painted black and be a style approved by Prince William, County.

**CLOTHES LINE:** Clothes lines or similar apparatus for the exterior drying of clothes will not be permitted.

**DECKS:** When planning a deck, homeowners are advised to consider the following factors:

1. **Location:** Decks shall generally be located in rear yards. Side yard locations will be evaluated on their individual merit. Decks shall be no closer than 1 ft. from the adjoining property owners' lot line in order to allow the adjoining property owner room to construct a deck.
2. **Scale and Style:** Decks, particularly elevated decks, shall be of a scale and style which are compatible with the home to which attached, adjacent homes and the environmental surroundings.
3. **Color:** Decks made from wood may be left to naturally age. Decks which are painted or stained shall generally match the trim or dominant color of the applicant's house. Natural or wood-colored stains will be considered.
4. **Under deck Storage:** Elevated decks have an under deck area which can have a negative visual impact on adjoining neighbors, particularly when used as an informal storage space. The use of decorative screening or landscaping to minimize adverse' visual impacts is encouraged and may be required by the Covenants Committee.
5. **Materials:** Decks shall be constructed of wood or composite wood. No metal decks shall be permitted.

**DOG HOUSES AND DOG RUNS:** Dog houses must be compatible with the applicant's house in terms of color and material. The dog houses may not exceed sixteen (16) square feet of floor space and may not exceed four (4) feet in height at the highest point. They shall be located where visually unobtrusive to neighbors. The use of appropriate screening is encouraged, and may be required in some cases, in order to minimize any negative visual impacts. Dog runs are prohibited.

**DRIVEWAY:** Extensions and additions to the driveways must be of the same material as the original driveway,

**EXTERIOR AIR CONDITIONERS:** Individual air conditioning units and or mounted fans extending from windows are prohibited. Exterior air conditioning units or heat pumps may be relocated or added if there is no adverse visual impact to adjoining neighbors.'

**EXTERIOR DECORATIVE OBJECTS:** All exterior decorative objects, whether natural or man-made, which were not part of the original construction design, either as a standard or optional feature requires approval. Examples include; bird houses, bird baths, driftwood, weather vanes, sculptures, fountains, free standing poles of all types, house address numerals, and any items attached to approved structures.

These will be evaluated in terms of their general appropriateness, size, location, quantity, compatibility with architectural and environmental design qualities and visual impact on neighborhoods and the surrounding area.

Seasonal decorations are permitted.

**EXTERIOR LIGHTING:** Lighting which is part of the original structure may not be altered without prior approval of the Covenants Committee. Proposed replacement or additional fixtures must be compatible in style and scale with the applicant's house.

No exterior lighting shall be directed outside of the applicant's property. Proposed additional lighting shall not be approved if it will result in an adverse visual impact to adjoining neighbors due to location, wattage or other features.

1. Flood or spot lighting shall be permitted only on the side or rear of homes and only if lighting glare does not present a nuisance to adjacent properties.
2. Flood lighting at play areas shall not be permitted without approval of the Covenants Committee which may withhold or condition such approval.

**EXTERIOR PAINTING:** An application is not required in order to repaint or re-stain an object to match the original color. However, all exterior color changes must be approved. This requirement applies to siding, doors, shutters, trim, roofing and other appurtenant structures.

**FENCES:** General guidelines for the construction and approval of fences are provided below:

1. The fence style and height shall match that installed by the builder and shall be consistent throughout the community.
2. Fencing shall be restricted to rear yard locations. The height of the fence should be compatible with any partial fencing installed by the builder, but no greater than 72". End unit townhomes may request a variance for a side yard fence location. When such variance is granted, in no case may a fence be installed beyond the mid-point of the home. The only exception to this requirement will be in the cases where a fence may be located closer to the front corner when required by the County ordinance as a connecting link.
3. All fences shall be made of unpainted pressure treated lumber. All fences must remain unpainted.
4. Gates must be compatible with fencing in design, material, height, and color
5. Vertical members must be plumb, and vertical boards must be in-line.
6. Prevent moisture from entering the wood through its exposed ends, use cap boards or metal caps painted muted gray/brown to blend in with the fence posts.
7. Your Exterior Modification Application Request must include:

- a) A sketch or photograph of the fence design and dimensions,
- b) Your house location survey showing the proposed fence, any gate locations and description and location of existing adjoining fences
- c) The Materials you are proposing to use

8. Chain link fences will not be approved under any circumstances. Chain link fencing material may not be used for any purpose on a lot.

**FIREWOOD:** Firewood shall be kept neatly stacked and shall be located to the rear of the residence and in such a manner as to avoid adverse visual impacts to adjoining properties. Screening may be required in certain cases. Other than a limited quantity of firewood intended for immediate use, firewood shall not be stacked on patios or decks.

**FLAGPOLES:** Free standing flagpoles are not permitted.

**GARAGES:** No garages may be converted into living spaces.

**GARAGE DOORS:** Shall be painted a solid color, to match the other trim of the dwelling.

**GREENHOUSES:** An attached greenhouse will be treated as a major alteration to a dwelling unit and subject to the same level of review. Attached greenhouses must meet the following criteria to be approved.

1. They must be attached to the rear of the dwelling.
2. The size and design must be architecturally compatible with the home and surrounding homes.
3. There shall be no adverse visual impacts for adjoining properties

**GRILLS (permanent):** Permanent grills must be placed in the rear yard of the house and as far as practical from the adjacent property lines.

**HOT TUBS/SPAS/SAUNAS:** Such structures must be located in the rear yard adjacent to the dwelling unit. The incorporation of hot tubs as an architectural feature of decks and/or patios is encouraged. The exterior finish of an elevated hot tub shall blend with the exterior finish of the home, deck or patio to which attached or most closely related.

1. Filtration equipment must not make noise that is heard beyond the owners' property line and must be shielded from view of adjacent properties by the use of mature shrubbery or fencing.
2. All hot tubs/spas/saunas shall be appropriately screened using either fencing or landscaping.
3. Comments from the owners of adjacent properties may be solicited prior to the Covenants Committee making a decision.

**LANDSCAPING:**

1. Approval is required for plantings intended to form a hedge or natural screen and which will attain more than two (2) feet in height. Hedges located forward of the front plane of the house shall be maintained at a height of no more than 36 inches and shall not restrict sight lines

- along a roadway.
2. Approval is required for the installation of railroad ties, garden timbers, stones or similar structures which will form a wall over 12 inches high and 8 feet long.
  3. A proposed improvement which is of such a scale or type as to be inconsistent with the existing design features of the home, adjacent units and the surrounding area will require approval. Examples include the substantial or total removal of turf and replacement with another material, such as mulch or gravel.

***Approval of an Exterior Modification Application Request is not required for minor landscape improvements.***

**MAILBOXES:** The display of advertising, notices or signs of any kind on mailboxes is prohibited.

**MAILBOX NUMBERS:** Only numbers shall be permitted on mailboxes located within the community.

**PATIOS:** All patios require approval. Patios shall generally be located in rear yards, although side yard applications will be evaluated on their individual merit.

Any adverse drainage condition which might result from the construction of a patio shall be considered and addressed during design and construction.

**PORCHES (SCREENED):** Porches will be reviewed as room additions, with special attention given to visibility of interior activities.

1. **Size and Scale:** Screened porches should be appropriate to the scale of the home as sited on the lot. They must meet County minimum setback requirements and should not be constructed across Building Restriction Lines (BRL) as shown on individual plots or site plans.
2. **Material and Color:** Screened porches should match the existing house-in materials and color, except that they may also be constructed of natural woods. The use of a shed type roof is not allowed. A hip or gable roof must be used. The end of a gable roof must have the same type siding as the house. All trim and fascia must be painted the same color as the house trim and fascia. In all cases, the screened porch roof must be shingled to match the existing house.

**PERMANENT RECREATION & PLAY EQUIPMENT:** Is not allowed.

**SECURITY BARS:** In general, the use of security bars or grates on windows and doors will not be permitted. Exceptions may be made where the security apparatus will not be visible from the street and from adjoining properties. Homeowners concerned about the security of their residence are advised to consider alternatives, including alarms and sophisticated lock systems.

**SIDEWALKS AND PATHWAYS:** Sidewalks and pathways (except lead walks) shall be set back at least four feet from the property line and installed flush to the ground. Only stone, slate, brick, concrete or similar durable construction material shall be used. The scale, location and design shall be compatible with the lot, home and surroundings.

**SIGNS:** Display of advertising, notices or signs is prohibited except as listed

1. Real Estate: Only one sign advertising a property for sale may be displayed. Such sign must meet applicable county regulations with respect to size, content and removal. The sign may only be placed in the front yard of available properties.
2. Security: May be displayed only on windows or in a landscaped area directly in front of the house and should not exceed 7" in diameter.
3. Political: Signs supporting political candidates may be placed in an owners' yard no more than one month before an election. Signs must be removed within 2 days after election.

**SOLAR PANELS:** The installation of solar panels will be considered providing that they meet all local, state and federal guidelines.

**STORAGE SHEDS:** An inappropriately located or poorly designed storage shed can visually detract from an otherwise pleasing and architecturally harmonious residential environment. Owners are encouraged to build storage sheds that are integrated with the dwelling, or a fence which are compatible with the design qualities of the house and adjacent homes. A Shed may be constructed under a deck; however, the underside of the deck must be screened with lattice.

In general, a shed must be of a size which is appropriate for the size of the home and lot, as well as surrounding dwellings, and shall be compatible with the architectural qualities of the house and adjacent houses.

The height of a shed which is attached to a house may vary with the size and design features of the house.

However, sheds located adjacent to a fence shall not exceed six (6) feet in height inclusive of roof, which is the maximum permitted height for a privacy fence. The "*Guidelines for Building a Shed, Version 2013-01-22*" are attached from Prince William County. Placement of the shed shall be in accordance with County zoning setback restrictions. A permit is also required by the County and a copy of the permit, design, dimensions and house location survey or plat must be submitted when applying to the Board for approval.

More specific guidelines are provided below for different categories of sheds.

1. *Attached to the home*
2. *Design:* The architectural design of the shed shall be compatible with the design of the house.
3. *Size:* Sheds shall not exceed 48 square feet of floor area and six feet in height at the highest point.
4. *Materials:* The finish materials must be the same as used for the exterior of the house.
5. *Colors:* The color scheme must be the same as for the house
6. *Roof:* The roof slope and the type and color of roofing material shall match the house.



7. Sheds Integral With a Fence

- a) *Design*: Approved privacy fencing must be used
- b) *Materials*: The exterior finish material of the shed must be the same as the fence or siding that matches the color of the unit.
- c) *Colors*: The color scheme must be the same as for the house
- d) *Roof*: The top of the roof shall not exceed the top of the fence and should be sloped similar to that of the house
- e) *Landscaping*: The shed must be screened with landscaping if the shed is not screened by a fenced rear yard.

8. Pre-Fabricated Sheds: Pre-fabricated sheds shall be considered providing they fall within the dimensions listed above.

**STORAGE OF BOATS, TRAILERS, CAMPER, MOBILE HOMES AND RECREATIONAL**

**VEHICLES**: The following types of vehicles may not be parked or stored in open view of residential lots, common parking areas, public or private streets within the boundaries of the community or on common open space. -

- 1. Any boat, Jet Ski or boat trailer.
- 2. Any motor home or self-contained camper
- 3. Any camper slip-ons where the camper backs are higher than the roof line of the cab of the truck.
- 4. Any mobile home, trailer, or fifth wheel vehicle.
- 5. Any popup camp/tent trailer or other similar recreation oriented portable or transportable facility or conveyance.
- 6. Any other vehicle not defined above which is not normally or regularly used for daily transportation, including dune buggies, non-operational automobile collections or other automotive equipment not licensed for use on the highways of Virginia.
- 7. Any vehicle with commercial tags or commercial signs, advertising or visible commercial equipment.
- 8. Any private or public school or church buses.
- 9. The repair or extraordinary maintenance of vehicles shall not be carried out on any lot or common area, except that non-commercial repair of vehicles is permitted within enclosed structures

(Any vehicle falling in the above classifications may be stored in a garage out of open view.)

**STORM/SCREEN DOORS AND WINDOWS:**

- 1. Storm/Screen Doors: In general, storm/screen doors which are full view (no panels) and which are painted the same color as the unit door to which attached are appropriate and may be approved.
- 2. Storm/Screen Windows: Storm/screen windows shall have frames which match the color of the exterior window trim. White aluminum may be acceptable in certain cases.



PRINCE WILLIAM COUNTY  
Department of Development Services – Building Development Division

Residential Plan Review Requirements  
**Guidelines for Building a Shed**  
*Residential Accessory Buildings*



Version 2015-07-04

All detached accessory structures (including pre-fabricated buildings) used as tool and storage sheds, playhouses and similar residential accessory uses which exceed 256 square feet of building area require zoning approval, plan review and a building permit. Structures up to 256 square feet may not require a permanent concrete foundation if all of the conditions for an exception are present.

**Building Code** – All jurisdictions in Virginia are required to use the Virginia Uniform Statewide Building Code (VUSBC). The state adopts other national model codes, with amendments, for use statewide so that everyone in the Commonwealth is subject to the same regulations. The code that is used for home improvements in Prince William County is the "International Residential Code".

**FOOTING REQUIREMENTS:**

**USBC R403.1. General** - All exterior walls shall be supported on a continuous solid or fully grouted masonry or concrete footings, wood foundations, or other approved structural system which shall be of sufficient design to accommodate all loads according to R301 and to transmit the resulting loads to the soil within the limitations as determined from the character of the soil. Footings shall be supported on undisturbed natural soils or engineered fill. (*Minimum Depth for Frost Protection in Prince William County is 24"*)

**Exception to Footing Requirements:** One-story detached accessory structures used as tool and storage sheds, playhouses and similar uses, not exceeding 256 square feet of building area provided all of the following conditions are met:

1. The building eave height is 10 feet or less.
2. The maximum height from the finished floor level to grade does not exceed 18 inches.
3. The supporting structural elements in direct contact with the ground shall be placed level on firm soil and when such elements are wood they shall be approved pressure preservative treated suitable for ground contact use.
4. The structure is anchored to withstand the wind loads prescribed by the VUSBC.
5. The structure shall be of light frame construction whose vertical and horizontal structural elements are primarily formed by a system of repetitive wood or light gauge steel framing members, with walls and roof of light weight material, not slate, tile brick or masonry.

## Steps to Building a Shed

1. Zoning Approval is the first step. Take 3 copies of the "House Location Survey" or "Plat" to have the size and location of the building approved. For information regarding set-back requirements and property line location questions contact the Zoning Division at 703-792-6830.
2. Building Plan Review - Bring two copies of the Zoning Approval Certificate to Building Plan Review with the plans.
  - Obtain and complete a Building Permit Application form and the Contact Information Form. Submit these along with the plans, two copies of the zoning approvals, and the filing fee.
  - When the building plans are approved, one set of plans and one zoning approval will be returned to you and one will remain with the county records.
  - *For additional detailed requirements see the "Building Plan Review Requirements for Construction Drawings" below.*
3. Pick-up Permits & Pay fees  
If you are a Contractor, or a homeowner who has hired a Contractor, a copy of the Contractors' VA State License and PWC Business License are required. If you are the homeowner, and will be performing the work yourself, a completed Affidavit of Owner is required. Please call Building Permitting Services if you have any questions at 703-792-6924.
4. Begin Construction/Schedule Inspections.  
(see the Scheduling an Inspection web page for more information)

## Building Plan Review Requirements for Construction Drawings:

- Applicant must provide two identical sets of plans. Minimum size drawing is 11"x17"
- Each plan shall consist of:
  - Foundation (Footing) Plan with size and spacing of all footings.
  - Floor Framing Plan for showing posts, beams & joists.
  - Roof Framing Plan showing trusses or rafters, beams & collar ties.
  - Elevation (side view) for sides showing framing information.
  - Section ("Cut Thru" View) showing all detail from roof to footing bottom.
- **Preparing your own plans?** Hand drawn plans are acceptable provided they are *legible*.
  - Pencil Drawings will not be accepted. (If original is in pencil please make two copies).
  - Please use a straight edge.
  - No "white" out or "taped on" details.
  - Label all components (Footings, posts, beams, joists, headers, rafters, trusses etc).
  - Provide overall dimensions.
  - Provide lumber sizes and spacing.
- Remember to label components and fully dimension all drawings.

For Further information you may call 703-792-6930 or visit the Building Plan Review Section at the Development Services Building at 5 County Complex Court, Prince William, VA, 22192.

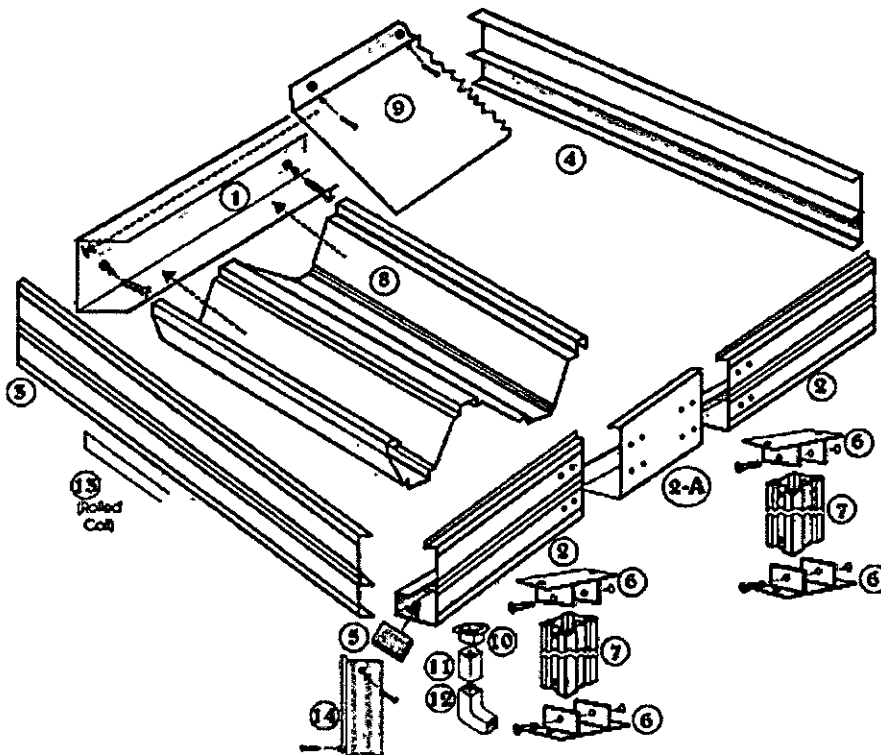
Pre Fabricated or Pre Engineered or Pre-Manufactured Structures are NOT exempt from code compliance.

If a particular product has been tested and approved by a recognized evaluation agency, the evaluation report from that agency may be submitted in lieu of construction drawings. Otherwise construction drawings must be submitted for approval by Prince William County Building Plan Review. Please refer to <http://www.iccsafe.com/>

### Minimum Submission Requirements for Pre Fabricated or Pre Engineered or Pre-Manufactured Structures:

In addition to all the Building Plan Review Requirements on the previous page, provide the following if the product has not been tested and approved by a recognized evaluation agency:

- Two (2) sets of professionally prepared construction drawings:
  - Drawings are to be prepared by a Virginia Licensed Professional Engineer.
  - Each set of drawings (minimum two sets) shall be sealed with each seal bearing the engineer's original signature and date signed.
- Two (2) sets of structural calculations:
  - The calculations are to be prepared by a Virginia Licensed Professional Engineer.
  - Each set of drawings (minimum two sets) shall be sealed with each seal bearing the engineer's original signature and date signed.



Custom manufactured components can not be reviewed in the same manner as conventional wood frame structures.

**SWIMMING POOLS:** In-ground swimming pools will not be permitted. Small portable/inflatable above-ground seasonal wading pools shall be permitted.

Above ground semi-permanent pools which must be disassembled at the end of the summer may be permitted provided:

1. All applicable pool structures need first to be protected by a fence that meets federal BOCA standards. Such guidelines in general address fence height, vertical fencing guidelines, and protections against access to include non- accessibility from the outside. As such fence height and materials must also be consistent with materials that match general fencing guidelines. Pools must be disassembled at the end of the season but no later than September 15<sup>th</sup>.
2. Any filtration equipment must not make noise that is heard beyond the owners' property line and must be shielded from view of adjacent properties by the use of mature shrubbery or fencing.
3. Structure must be of the type that would require no permits from the County.
4. It is recommended that the owner provide written notice to the board indicating that the pool meets these conditions.

**TREE REMOVAL:** No live trees with a diameter in excess of 4 inches, measured 12 inches above ground, nor flowering trees in excess of 2 inches similarly measured no live vegetation on slopes of more than 20 percent gradient or marked "no cut" areas on approved plans, may be cut without the prior approval of the Covenants Committee.

**WINDOW COVERINGS:** All window treatments shall require a permanent installation and shall take the form of window blinds, shades, folding shutters, or draperies. Such temporary treatments such as sheets, shower curtains or blankets are not permitted. All permanent window treatments must show a neat appearance as viewable. Obviously damaged window treatments must be replaced in a prompt manner.

## **PROPERTY MAINTENANCE STANDARDS**

1. All portions of a lot which are not improved by an impervious surface or a structure must be maintained with grass (or other vegetation installed by a builder or approved by the Covenants Committee). No bare earth may be exposed on a lot (except for flower beds or vegetable gardens with appropriate approvals as required).
2. All turf areas on a lot must be kept neatly mowed during the growing season. Grass shall not be permitted to exceed six (6) inches in height.
3. Any dead plants, shrubs or trees shall be removed immediately
4. Turf areas shall be kept as weed free as possible. At no time shall weed cover exceed more than twenty-five (10%) of the total turf area.
5. No trash or debris may accumulate or be stored on a lot. Construction materials required for the improvement of a home or lot shall be neatly stored in as unobtrusive a location on the lot as possible when not in use. Construction material must be removed when the work is complete or upon the expiration of the building permit.
6. All hedges, trees and shrubs must be neatly trimmed and maintained and their size maintained in proportion to the lot and home through pruning.
7. The exterior of a home must be maintained in an attractive manner. No significant blistering or peeling of exterior painted surfaces is permitted.
8. Any exterior building components (i.e., siding, gutters and downspouts, roof shingles, windows and doors) which are missing, broken or otherwise in a state of disrepair must be repaired.