

**SUMMER'S GROVE
HOMEOWNERS ASSOCIATION, INC.**

**ARCHITECTURAL
REVIEW BOARD
GUIDELINES**

January 2026
(supersedes previous versions)

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PURPOSES OF THE ARCHITECTURAL REVIEW BOARD GUIDELINES

These guidelines are intended to indicate the Architectural Review Board's (ARB) policy on certain exterior features. They neither extend nor supersede the Summer's Grove Declaration of Covenants, Conditions and Restrictions dated September 12, 1996 (CCR), nor do they supersede any government regulated codes for buildings, zoning, etc. Decisions of the ARB may be appealed to the Board of Directors (Board) of the Summer's Grove (SG) Homeowners Association, Inc. (HOA). The ARB notes that the Summer's Grove developers provided a certain amount of distinctiveness between homes in Summer's Grove and encourages individuality provided it is done in good taste and in keeping with the visual environment of the community.

It is the intent of the HOA and ARB to maintain a certain amount of cohesiveness in the visual appearance of the SG community but also to allow Homeowners the flexibility to amend the exterior features of their homes to provide modern and aesthetic curb appeal. Additionally, the HOA proactively encourages to the extent feasible in our SG community energy conservation and efficiency, environmental consciousness, and adaptation to changing climate impacts.

These intents are in the interest of enhancing the property values of individual SG homes and for the community at large and keeping the SG community competitive with newly constructed, modern communities in our surrounding area.

Goals of the Architectural Review Board

The ARB exists to protect the quality of life for residents of Summer's Grove and to protect the investment of those who own homes in this development. These guidelines are provided to assist residents and Homeowners in complying with the CCR established by the developers when Summer's Grove was built. In all construction work, Homeowners should be aware as well of the need to comply with the municipal codes of the City of Alexandria. The ARB shall review any exterior improvement visible from ground level unless a blanket approval for a particular feature has been issued.

Meetings

The ARB meets as required at the direction of the Chairman.

Inspections

At the direction of the Board, the ARB will inspect homes at least once per calendar year for compliance with these ARB Guidelines and the CCR.

Common Areas

No substantive change to the Common Area (as defined in the CCR) shall be made without written approval of both the ARB and the HOA.

Architectural Guidelines Review and Revisions

Homeowners may propose changes to the ARB Guidelines at any time, subject to approval by the ARB and the Board. Changes will be incorporated annually or sooner if deemed urgent.

Process for Application to Modify Existing House Exterior for Review and Approval

Homeowners should submit their request, in writing, together with supporting material such as plat maps, drawings, specifications, pictures, catalog data, renderings, etc. Incomplete applications will be returned.

In absence of a standing ARB, the Board will act as the ARB per the CCR. The ARB shall act upon written applications within 30 days of the submission of a complete application. All applications not acted upon within 30 days shall be deemed approved. Approvals are valid for 6 months from the date of ARB action; work not begun within that time may require an extension of the ARB approval. Approved work shall be completed expeditiously.

Submit complete applications by email or postal mail to Summer's Grove Architectural Review Board Address: The name and address of the current SG HOA contracted Management Company; Email: summersgrovehoa@gmail.com

Proposed modifications must fully comply with the City of Alexandria zoning and building codes and applicable state and national codes. The ARB has no authority to waive any city, state, or national code. Homeowners are responsible for obtaining all necessary permits prior to construction.

Construction shall not commence until the Homeowner has received written approval for the work from the ARB, as applicable. Work not approved by the ARB may have to be returned to its former condition at the Homeowner's expense. Work must be done in a professional manner and in accordance with the ARB approval and is subject to inspection during the work and upon its completion. The ARB is not a technical authority, and its approval does not imply any approval of a project's structural, mechanical, or electrical soundness.

Standard Applications

Summer's Grove has a standard application form for the more routine requests for decks, storm doors, etc. Use of the standard application form will make it easier for the ARB to process requests. The standard application form is attached to these Guidelines (Appendix A). Applications must be signed by the Homeowner. Applications submitted and signed by renters will not be accepted.

ARCHITECTURAL GUIDELINES

Air Conditioners

Window-type air conditioners that extend beyond the wall of a home are prohibited. Existing central air conditioners/heat pumps may be replaced with units of essentially similar size and appearance without permission of the ARB. Such existing central air conditioners/heat pumps may be relocated, if necessary, provided they are not placed closer to adjoining units, do not impede traffic if on ground level, and the installation is of the scale as the original installation.

Antennas/Satellite Dishes/Wireless Cable Antennas

The ARB approves the installation of small (less than 1 meter in diameter) parabolic dishes for the reception of satellite television signals or small over-the-air TV antennas. Antennas for the reception and transmission of amateur radio signals must comply with the provisions of the Federal Telecommunications Act and Virginia state law and must be constructed, as far as possible, of a color and material that will blend with the exterior materials of the home. Refer to the Federal Communications Commission Fact Sheet on "Over-the-Air Reception Devices Rule" at www.fcc.gov for further information.

Attic Ventilators

Attic ventilators are approved if they are painted to match or coordinate with the color of the roof or the siding if so mounted. They should be mounted, where possible, on the rear-facing slope of the roof.

Awnings

Awnings are not permitted on the front side of houses. Any awning installation requires ARB approval.

Basketball and Other Sports Paraphernalia

Basketball backboards or other similar sports items are prohibited.

Cameras

Front and rear exterior surveillance cameras are permitted acknowledging that they may incidentally capture shared community areas, including walkways and parking spaces, as well as portions of neighboring doors or garages adjacent to the Homeowner's property. However, care should be taken to avoid excessive or unnecessary monitoring that may infringe on neighbors' privacy. To the extent feasible, Homeowners should position their cameras to monitor their own property while minimizing unintentional recording of neighboring residences. Any cameras that are above the first floor/ground level or otherwise pointing into windows of a home, where the occupants have an expectation of privacy, would be wholly unacceptable. Recording of shared areas should be limited to instances that reasonably contribute to the homeowner's security concerns. More contemporary or non-traditional lighting fixtures integrated with the camera are permitted providing it does not create a floodlighting effect with unreasonable light pollution or glare to adjoining or opposite houses or might otherwise be disturbing to residents of neighboring houses.

Chimneys

Chimneys must be of the same finish material as used elsewhere in Summer's Grove by the Developers.

Clotheslines

Clotheslines are not permitted on the front of homes. Temporary portable drying racks may be used on second-floor decks without application to the ARB.

Decks

Decks that are added to existing houses must be located in the rear. Decks must be of a scale and style compatible with the home to which it is attached, adjacent homes, and the SG Development. Unless otherwise approved, all the visible components of a deck shall be treated only with transparent stain or preservative that does not substantially alter the appearance of the wood.

Entire replacement of an existing deck shall be treated only with transparent stain, regardless of the color of the pre-existing deck. Changes in color may be allowed with ARB approval. All wooden members of decks shall be constructed of pressure-treated wood to ensure its survival and protect it against insects and rot. Provided they meet local building codes, new or replacement decks may also be constructed with man-made or composite materials, rather than wood, but these materials must have the appearance of natural wood and are subject to ARB approval. Privacy screening of decks, including side privacy screens shall be done using cedar, redwood, or other pressure-treated lumber or the same man-made or composite materials in keeping with the materials and appearance of the deck itself. Side privacy screens above the level of the regular deck sides surrounding top rail may be open lattice pattern but cannot be solid walls like the lower part of the deck sides. Installation of above-the-rail side privacy screens must have written pre-approval of the homeowners of both adjacent houses on either side of the house where the side privacy screens are proposed to be installed and this documentation must be submitted to the ARB along with the ARB application form for approval by the ARB. Hanging plants in the deck area are allowed.

The following is a list of pre-approved deck stains. Note that the brands and color names are to be used as a guide. Owners are not limited to these particular brands provided the alternative brand of paint is color-matched to the below brands/colors.

Behr:

Transparent – T-171 Antique Oak

Semi-Transparent – ST-146 Cedar, ST-152 Red Cedar, ST-158 Golden Beige

Pittsburgh Paints: *Semi-Transparent* – Caramel, 700 Sierra, 716 Cedar

Naturaltone

Decorative Objects

Except for minor objects, natural or man-made freestanding decorative objects including birdbaths, flagpoles, sculptures, weathervanes, fountains, etc., must be approved by the ARB. The ARB as a matter of policy is unlikely to approve large or garish objects, as they

are not in keeping with the appearance of the community. Small window boxes containing plants or flowers do not require ARB approval. Temporary flagstaffs no longer than 6 feet attached to a wall do not require ARB approval. Temporary holiday flags or American flags hung on temporary small in-ground poles or temporary wall flagstaffs do not require ARB approval.

Banners or flags hung from balconies/decks or windows must be approved by the ARB but generally will not be approved. ARB approval is not required for seasonal wreaths or similar temporary displays.

Large, permanent door plaques or other permanent decorations require ARB approval. (see also *Holiday Decorations* below)

Door Hardware

Installation of standard doorknockers, deadbolt locks, and peepholes do not require ARB approval.

Exterior Colors

ARB approval is NOT required for refinishing a house (e.g., repainting or replacing roof, siding, doors, shutters, trim, etc.), provided the original color of exterior siding or roof is not substantially changed. Any color shown on the McCormick Paint Color Chart (Appendix B) may be used for exterior doors, trim, or shutters without ARB approval, even if the new color differs from the existing one. Use of the McCormick brand paint is not required provided the alternative brand of paint is color-matched to the McCormick color palette.

Exterior Lighting

All permanent exterior lighting must be maintained in a reasonable condition, so it does not exhibit excessive wear, rust, or pitting. Exterior ground level lighting must be in a traditional/colonial style consistent with the design of the house exterior. Approved finishes may be any metallic color (e.g., brass, bronze, copper, nickel, etc.), black, or white. The style and finish of all fixtures on the front of the house must be identical. The finish of all fixtures, both front and back, must be similar if not original. The addition of permanent exterior lighting requires ARB approval. The modification (replacement or restoration) of permanent exterior lighting does not require ARB approval if it meets the aforementioned standard.

Temporary lighting for religious holidays or other recognized holidays does not require ARB approval but residents are requested to use good taste and to take down such lighting after the holiday is over (see *Holiday Decorations* below). Temporary or permanent lighting that creates unreasonable glare in adjoining or opposite houses is discouraged and the ARB may request that such lighting be reduced or eliminated.

Fences

Fences, aside from low decorative structures in the front of houses, are not permitted. Low (12 inches or less in height) decorative garden edge fences do not require ARB approval. Any other types of fencing or decorative structures require ARB approval (see *Decorative Objects* above).

Firewood Storage

Exterior storage of firewood is not permitted.

Front Entrance Doors

Replacing a front entrance door with a similarly designed solid door matching the original style is permitted without ARB approval. Replacing the front door with one that includes a small transparent or translucent glass insert (e.g., in the upper portion) is allowed with ARB approval. However, front doors with a large transparent or translucent glass area are not permitted.

Garage Doors

Replacing a garage door with a similarly designed door matching the original style is permitted without ARB approval. Garage doors with windows are not permitted.

Homes with two garage doors must have matching garage doors.

Grills

Residents are cautioned as to the risk of fire when grilling on decks or on ground level in the rear of homes. No grill shall be left unattended when in use and disposal of ashes and coals shall be made only in metal containers. City ordinances may affect use of grills on decks.

Holiday Decorations

Temporary decorations, signs, and lighting for religious holidays or other recognized holidays does not require ARB approval. Holiday decorations should only be displayed up to 30 days prior to the holiday and should be removed within 2 weeks after the holiday.

Hoses

Garden hoses shall be stored neatly off the ground or out of view when not in use.

Landscaping

In accordance with the CCR, each Homeowner shall keep each Lot they own, and all improvements therein or thereon, in good order and repair and free of debris.

Maintenance of Property

All buildings and their appurtenances in Summer's Grove shall be maintained by their Homeowners and residents in a good state of repair. Homeowners are responsible for the painting (or other appropriate external care) of all buildings and other improvements on their Lot. It shall be the responsibility of each Homeowner to prevent the development of any unclean, unsightly, or unkempt condition that shall tend substantially to decrease the beauty of the community. All residents and Homeowners are responsible for maintaining their property in good order and removing trash and other debris from both their property.

Pet Waste

Residents may not temporarily hold or accumulate bags of pet waste outdoors anywhere on their property. Small exterior trash enclosures are permitted.

Prohibited Objects

Newspaper tubes, dog runs, storage sheds, fences (other than low garden edge fences as described above), hot tubs, spas, greenhouses, and patios and ground-level decks are prohibited.

Roof Replacement

In the interest of energy conservation and efficiency, replacement of existing dark colored roof materials with light colored, more reflective "cool roof" materials is permitted with ARB approval.

Security Bars

Bars or gratings on ground-level windows are discouraged. Where possible, security bars should be placed on the inside of windows. Exterior installations require ARB approval.

Signs

Real Estate Signs: Signs advertising a property for sale or rent may be displayed in front yards or attached to rear walls without ARB approval. Per the CCR, signs advertising house sale or rental shall not exceed eighteen inches (18") by twenty-four inches (24") inches. Such signs shall meet applicable codes of the City of Alexandria.

Political Signs: Political signs of no more than 24 inches x 18 inches may be displayed within 3 weeks of an official election and must be removed within 24 hours of the local polls' closing.

Solar Energy Collection Systems

Solar panels may be installed so they lie substantially flat on rear-facing or front-facing roofs, depending on the optimal angle of solar exposure and good engineering design. Installation of solar panels is subject to approval of their design and appearance by the ARB. Solar collection energy devices and facilities shall be installed, secured, and maintained in a manner that complies with all applicable County, State, and City of Alexandria codes, laws, and regulations, including obtaining all required permits and inspections. Please see the attached Appendix C and Appendix D for more specifications about solar energy collection systems requirements.

Storage of Vehicles

Storage of recreational vehicles (including boats) for longer than 48 hours is not allowed. (See CCR , Use Restrictions, Art. VI Sect. 6.)

Storm/Screen Doors

Storm or screen doors leading to second-floor decks do not require ARB approval. Such doors on ground-level entrances require ARB approval and shall be in keeping with good appearance of the community. Storm/screen doors must be "full view" consisting of glass or screen allowing a clear view of the underlying door. Split-view doors, defined as the door having a solid panel covering one-half or a substantial portion of the door area, will not be approved.

Storm/screen doors with dual sections, such as an upper retractable screen section, are permitted. Patterns on the glass of the storm door are also permitted. Storm or screen doors should match or coordinate with the color of the underlying door or the surrounding trim.

Trash Bins

All trash and recycling must be placed in designated bins for collection.

Bins may be placed outside the night before a scheduled pick-up day. Except for single-car garage homes, after pick-up, bins must be brought back in the same day.

Except for single-car garage homes, trash and recycling bins must be stored out of public view on non-service days.

Windows

Replacement windows must be the same color (white) and style (e.g., 6 grid grill pattern) as the original windows. Replacement window screens must be of the same size (full or half depending on original style) and should be consistent with new window replacements.

Wires, Cables, and Plumbing

Wires, cables, pipes, etc., for utilities, including television, gas, telephone, electric power, etc. should, wherever possible, be concealed, or painted to minimize their visibility. The ARB recognizes that the developers, in many cases, did not minimize the visibility of the utilities, but the ARB encourages residents to do what they can to conceal such unsightly plumbing/wiring by plantings or other means.

APPENDIX A:
Summer's Grove Architectural Modification Application Form
(January 2026)

Please submit either hard copy, in duplicate, the completed form and all accompanying documentation to Summer's Grove Homeowners Association, Inc., Summer's Grove Architectural Review Board [Insert name & address of current SG HOA contracted Management Company] *AND/OR* email a copy of all documents to Summersgrovehoa@gmail.com

One copy reflecting the action taken by the ARB or the Board of Directors will be returned to you for your records. All owners must sign this request. Modifications may not commence without approval.

Name of Owner(s):

Summer's Grove Address:

Homeowner's Address, if Different:

Telephone Numbers: (Daytime)_____ (Evening)_____

Dates proposed modification is to commence and to be completed:

In accordance with the Declaration of Covenants, Conditions, and Restrictions covering the property described above, I/we hereby apply for written consent to make the following modification(s) or addition(s).

DESCRIPTION/DIAGRAM OF MODIFICATION REQUESTED: Please include a description and diagram (if applicable) of the addition or modification being requested and, if appropriate, a copy of your plat with the location of the modification(s) indicated. Also provide any additional documentation for specifications, descriptions, and clarifications of the action for which you are requesting approval. If more space is needed, please attach a separate sheet.

Acknowledgment by all adjacent property owners is needed. Their signatures (below) indicate an AWARENESS of intent and do not constitute approval or disapproval.

Name:

Address:

Name:

Address:

Name:

Address:

Name:

Address:

OWNER'S ACKNOWLEDGMENT: I/we understand that:

1. Material contained herein will represent alterations that comply with the zoning and building codes of the local jurisdiction to which the above property is subject. Further, nothing herein contained will be construed as a waiver or modification of such ordinances. The owner is responsible for obtaining the necessary permits prior to commencement of construction.
2. No work will commence until the owner has received written approval from the ARB or the Board. Any construction or exterior alteration before approval of this application is not allowed and, if alterations are made, I/we may be required to return the property to its former condition at my/our own expense; and that I/we may be required to pay all legal expenses incurred.
3. Approval is contingent upon all work being completed in a professional manner and any alteration or modification that is not finished in such a manner and in accordance with the approval granted herein may be required to be removed or repaired at the unit owner's risk and expense, including any legal fees required to enforce this acknowledgment. Members of the ARB or the Board may make routine inspections. Approval, if granted, is solely meant as a waiver from the restrictions in the Declaration and is not meant to comment or advise on the fitness or safety of any proposed alteration or modification.

4. This request is subject to restrictions by the Declaration and a review process as established by the Board. Any variation from the original application must be resubmitted for approval. A copy of this request will be returned to me/us after review by the ARB or the Board.
5. I/we acknowledge and agree that I/we will be solely liable for any claims, including without limitation, claims for property damage or personal injury that result from the requested addition or modification. I/we hereby indemnify the HOA, the ARB, and the Board from and against any and all such claims. Moreover, I/we accept responsibility for all maintenance, repair, and upkeep of said addition or modification.

Signature of Owner (1)

Signature of Owner (2, if applicable)

Date received by the Association:

ACTION BY THE ARB OR THE BOARD OF DIRECTORS

Authorized Signature _____ Date

☐ **Approved as
submitted** ☐

Denied

☐ **Approved subject to the following conditions:**

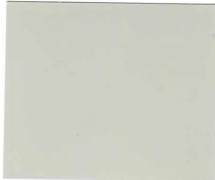
APPENDIX B: Colors for Exterior Doors, Trim, and Shutters

Colonial Color Collection

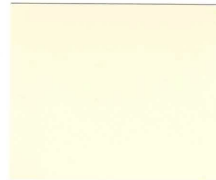
McCORMICK *Paints*



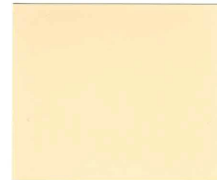
Colonial White 118



Antietam 446



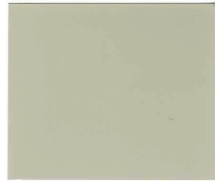
Amber White 101



Wheat 108



Mt Vernon Grey 443



Incense 106



Brush Grey 113



Kingston Clay 120



Kensington 102



Sage Green 115



Jefferson 105



Cobblestone Grey 215



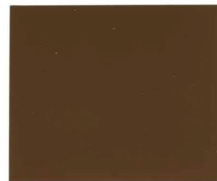
Hearthstone 216



Potomac 235



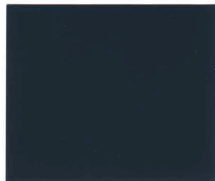
New Market 109



Wye Oak 121



Farmhouse Red 217



Williamsburg 227



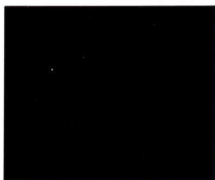
Harpers Ferry 441



Old Carriage Brown 223



Old Colonial Red 225



Black 200



Georgetown Green 220



Deep Forest Brown 224

APPENDIX C:

Solar Energy Collection Devices and Facilities

WHEREAS, the Declaration of Covenants, Conditions and Restrictions of Summer's Grove Homeowners Association, Inc. ("Declaration") the Articles of Incorporation of Summer's Grove Homeowners Association, Inc. ("Articles") and the Bylaws of Summer's Grove Homeowners Association, Inc. ("Bylaws"), as amended, collectively known as the "Governing Documents," provide that the Lots are subject to the Governing Documents and Rules and Regulations of Summer's Grove Homeowners Association, Inc. ("Association"); and

WHEREAS, the Lots were made subject to the protective covenants and restrictions set forth in the Declaration to conserve the natural beauty of the community, to ensure its best use, and to prevent the erection of poorly designed or constructed improvements; and

WHEREAS, the Declaration does not expressly address solar energy collection devices and facilities; and

WHEREAS, the public policy of the Commonwealth of Virginia, as reflected in the Virginia Energy Plan, as amended, favors investment in clean, renewable energy, such as solar energy; and

WHEREAS, Section 55.1-1820.1 of the Code of Virginia, as amended, prohibits community associations from enacting any provisions restricting the installation and use of solar energy collection devices and facilities on the Lots, unless the recorded Declaration establishes such a prohibition; and

WHEREAS, Section 55.1-1820.1.D of the Code of Virginia states that a community association may establish reasonable restrictions concerning the size, place, and manner of placement of such solar energy collection devices and facilities on the individual Lots or Dwelling Units; and

WHEREAS, Section 55.1-1820.1.C of the Code of Virginia provides that a restriction shall be deemed not to be reasonable if the application of the restriction to a particular proposal (i) increases the cost of installation of the solar energy collection-device by five percent over the projected cost of the initially proposed installation or (ii) reduces the energy production by the solar energy collection device by 10 percent below the projected energy production of the initially proposed installation ("Reasonable Restrictions"); and

WHEREAS, the Owner shall provide documentation prepared by an independent solar energy specialist, who is certified by the North American Board of Certified Energy Practitioners and is licensed in Virginia, that is satisfactory to the Association to show that the restriction set forth below in these Architectural Guidelines is not reasonable according to the criteria in Section 55.1-1820.1.C of the Code of Virginia; and

WHEREAS, Section 55.1-1820.1.D of the Code of Virginia provides that the Association may prohibit the installation of solar energy collection devices and facilities on the Common Area; and

WHEREAS, the Association desires and intends to adopt reasonable restrictions governing the installation and use of solar energy collection devices and facilities that are in the best interests of the Association; and

THEREFORE, the following provides further specifications regarding solar energy collection devices and facilities:

A. Size and Type

1. Solar collection energy devices and facilities shall be as close to flat on the roof as possible (parallel to roof surface and flush mounted). The distance between the existing roof surface and the solar energy devices and facilities shall be minimal, and in no instance, be more than twelve (12) inches. Solar energy devices and facilities shall be installed below the ridge line of the roof area to which they are installed and shall not be installed beyond the edge of any lip, eve, or rake of any area of the roof to which they are installed.
2. The size of solar collection energy devices and facilities shall be within current net metering limitations and includes, but is not limited to, installation hardware, wiring, batteries, inverters, and any other equipment necessary for the installation and operation of the solar collection energy devices and facilities.
3. To the extent feasible, design of solar collection energy devices and/or facilities must be compatible, blend in, and be in architectural harmony with the design of the Dwelling Unit.

B. Location

1. Solar collection energy devices and facilities must be installed on the individually owned Dwelling Unit as designated on the recorded deed to said Unit.
2. Solar collection energy devices and facilities shall be located in a place on the Dwelling Unit that is shielded from view from the private streets owned by the Association as Common Area to the maximum extent possible so long as the location in this requirement is deemed a Reasonable Restriction pursuant to Section 55.1-1820.1.C of the Code of Virginia.
3. Ground mount systems are prohibited so long as location on the Dwelling Unit permits the Owner to collect and store solar energy and the Architectural Review Board determines there is sufficient space.

C. Association Approval

1. No solar collection energy devices and facilities shall be erected, placed, altered, or installed until the plans and specification showing the location of the solar collection energy devices and facilities shall be filed with and approved by the Architectural Review Board as to quality of workmanship and materials, color, texture, harmony of external design with surrounding structures, including roof design, location with respect to topography and finished grade elevation, and the effect on the outlook from surrounding property and other factors which will affect the desirability and suitability of the construction, pursuant to Article V of the Declaration.
2. Any aggrieved Owner-applicant may appeal a decision of the Architectural Review Board to the Summer's Grove Homeowner's Association Board of Directors, pursuant to Article V, Section 5 of the CCR.

D. Installation

1. All installations shall be completed so they do not damage the Common Properties or any other Owner's Lot or Dwelling Unit.
2. Wiring and other components shall be concealed as much as possible provided concealment is deemed a Reasonable Restriction pursuant to Section 55.1-1820.1.C of the Code of Virginia.

E. Maintenance and Safety

1. The solar collection energy devices and facilities shall be kept in good order and repair. In the event of fire, windstorm, or other damage, no solar collection energy devices and facilities shall be permitted to remain in a damaged condition for longer than three (3) months. In the event a safety concern is created, the Owner of the Dwelling Unit shall address any safety concerns immediately.
2. Solar collection energy devices and facilities shall be installed, secured, and maintained in a manner that complies with all applicable County, State, and City of Alexandria codes, laws, and regulations, including obtaining all required permits and inspections.

F. Use of Common Properties and Prohibited Encroachment

1. The Association prohibits the installation of solar energy collection devices and facilities on the Common Properties, as this may be deemed an exclusive use of the Common Properties by an Owner not expressly authorized in the Declaration. However, the Board reserves the authority to make improvements and install solar energy collection devices and facilities on the Common Properties for the use of the Association as it sees fit in its discretion.
2. The Association prohibits the installation of solar energy collection devices and facilities on the Lot or Dwelling Unit that encroach on the Common Properties or any other Owner's Lot or Dwelling Unit.

G. Enforcement

1. The Association, or any Owner, shall have the right to enforce the Declaration and any provision of this section according to the remedies set forth in Article IX, Section 1 of the Declaration and Sections 55.1-1819 and 55.1-1828 of the Property Owners' Association Act.

2. Any installation of solar energy collection devices and facilities approved by the Association prior to the adoption of this amendment to the Architectural Review Guidelines is deemed to be grandfathered in. If those "grandfathered" solar energy collection devices and facilities are substantially repaired or replaced, then compliance with the provisions of this section shall be required.

APPENDIX D: Solar Installation Permitting Checklist

This May 2020 version of the Checklist can be found online at
<https://media.alexandriava.gov/docs-archives/code/info/solarinstallationchecklistmay2020.pdf>

You should look for any updates to this Checklist and other related information at:
<https://www.alexandriava.gov>



Alexandria Permit Center 301 King Street,
Suite 4200 (City Hall) Alexandria, Virginia
22314
Website: alexandriava.gov/PermitCenter
Date: May 2020



Solar Energy System Installation Permitting Checklist

The City of Alexandria welcomes residents, business owners, and nonprofits to pursue a solar energy installation. The pre-submittal Checklist below contains important information about the sequential steps that are required at a minimum for system installation. The intent of the Checklist is to expedite the plan review process, so you can start producing clean energy faster!

General Permitting, Installation, and Inspection Checklist

- ☐ Installer must have proper state licensing whether for building, electrical, and plumbing (as relevant for solar thermal). Master and contractor licenses and proof of insurance are needed to pull a permit.
- ☐ Installer submits a building permit through the [Alexandria Permitting & Land Use System](#) (APEX), then provides Project Plan and other documents as requested by city staff. Applicable permitting fees will be charged at this time.
- ☐ After building permit approval, Installer submits an electrical permit through the [APEX online portal](#). All applicable permitting fees will be charged at this time.
- ☐ Installer completes Sections 1 – 4 on the form Net Metering

- ❑ Interconnection Notification ([Form NMIN](#)) and submits to Dominion Energy (DE)*.
- ❑ The City issues permits after successful Project Plan review. The status of one's permit can be checked via [APEX](#). (Note: system cannot be installed at this point).
- ❑ Dominion reviews Form NMIN and sends approval to the installer.
With both City permits and Dominion approval in hand, the Installer may install the solar system.
- ❑ After installation, Installer resubmits Form NMIN with Section 5 complete to Dominion.
- ❑ Installer calls the automated inspection hotline, [ACCESS](#), to schedule final inspection(s).
- ❑ The City completes inspection(s) and informs Dominion of successful completion.
- ❑ Dominion schedules a time to install a new meter and sends the Installer the Permission to Operate (PTO) letter for Customer signature.
- ❑ Installer resubmits the PTO letter with Customer signature to Dominion and turns on the Customer's solar energy system.
- ❑ Customer generates electricity, saves money, and reduces their carbon footprint!

Frequently Asked Questions

Can you elaborate on the City's permitting process and how to use the Online Permitting Center?

- The City of Alexandria's [Alexandria Permitting & Land Use System](#) (APEX) offers Installers an easy way to submit applications for solar energy system installation.
Installers begin by setting up an account with a username, password, and valid email address.
- Once an account is created, complete the building permit form.
 - For the project description please provide details on system size (kW), number of panels, number of arrays, panel model, inverter model and type (i.e. micro or string), roof mount or ground mount, and other relevant information.
 - Where asked, a solar installation is considered an Alteration.
 - Please provide the total system cost (including materials, labor, balance of system, acquisition, overhead, and margin) in the Cost/Fees section.
- After submitting the building permit application, you will receive an email from a

Department of Code Administration Permit Technician requesting system drawings, including electrical, and additional forms.

- Please make sure to include manufacturer specifications, mounting system details, structural analysis, system kilowatt rating (include AC and DC rating and number of arrays), single line diagram and labelling (per 2014 NEC), grounding details, and wiring method in your document submission.
- Installers may choose to use [guidance](#) provided by the Solar American Board for Codes and Standards for permit review of small-scale PV systems (i.e., less than or equal to 25 kW). These guidelines provide a description of the basic system requirements for building and electrical permits and include optional, [interactive PDF forms](#) and diagrams that they can be filled out electronically, scanned, and submitted to the City. The interactive PDF format helps Installers supply City staff with standardized and legible information for faster, easier review.
- Please complete and provide the [Asbestos Inspection and Abatement Certification form](#) with your submission. This is required for all buildings, regardless of age.
- Once the building permit application is approved, you will be asked to return to the APEX system and fill out an electrical permit application. Please remember to provide the permit number of your approved building permit.
- Throughout this process, if you receive questions or comments from City staff, please provide a narrative when resubmitting documents on how the comments have been addressed. Your responses greatly help speed up the process.

How long does it take to obtain a permit?

- For residential photovoltaic systems, in-person walk-through reviews will be complete the same business day; otherwise, reviews will be complete in three (3) business days. For commercial photovoltaic systems, reviews may take up to twenty (20) business days. More information on plan review timeframes can be found [here](#).

How much do permits cost?

- Please refer to [Building Code Fee Schedule](#) for up-to-date rates.

Are there any City tax exemptions available?

- The City offers the “Solar Energy Equipment Tax Exemption” valued at the total installation cost (i.e. materials and labor). There is no cost to apply for the tax exemption and the application form can be found [here](#).

What about solar projects for properties located in a historic district?

- See [Design Guidelines](#) (Chapter 2, Building Alterations, Solar Collectors, pages 115-117) or contact the City's [Department of Planning & Zoning](#) by calling 703.746.4666.

How do I schedule an appointment for inspection?

- The City offers an automated inspection request service through the Alexandria Permitting and Land Use System (APEX). To schedule an inspection, register and login to the Customer Self Service portal through APEX. If APEX is unavailable, please call 703.746.4200 for assistance during regular business hours. For more information can be found [here](#).
- You can schedule an inspection up to seven (7) business days in advance. On the day of the inspection, please call the inspector assigned to you to determine a time of arrival.
- An inspection typically takes one hour to complete but will depend on the complexity of the system.

How many inspections does the City require?

- The short answer: "it depends". Typically, the City only requires one (1) inspection for small PV systems less than or equal to 25 kilowatts (kW), if wiring is not concealed. However, if wiring will be concealed, then two inspections are required. For larger or more complex systems, more inspections may be required. For more information, please call 703.746.4200 for assistance during regular business hours.

For more information, contact the City of Alexandria's Permit Center at 703.746.HELP (4357).

* Dominion Energy has its own process for ensuring a solar system is integrated into the grid correctly. This checklist does not supersede any steps required by Dominion nor attempt to provide all the details of their process. Please refer to Dominion's [website](#) for more information.

