



Montclair Property Owners Association
Property Improvement Request – PIR
 PIR Form: 05-20

Name: _____ Sub-association: _____

Street Address Only: _____

Daytime Phone: _____ Check One: Cell Home Work

Email: _____

Property Improvement Request (PIR) - Property owners that desire to add to and/or alter the exterior appearance of their home or lot must complete a PIR form and submit the PIR and all necessary attachments to MPOA, covadmin@montclairva.com, or submit through FSR Connect Portal. The MPOA shall act upon all fully completed PIRs within 45 days of receipt. All PIRs are reviewed by the Covenant committee twice a month in a public forum. See the MPOA calendar on Montclairva.com for schedule and venue. You will receive a letter from the MPOA relating to the vote’s outcome and when the project can begin. Please Review Article 5 Guidelines.

Description of the Project:

Estimated Start Date: _____

Estimated Completion Date: _____

 Home Owner’s Signature

 Signature Date

*Signatures of your surrounding neighbors are required. **Signing does not imply consent nor approval of your neighbor’s project.** You are only stating you have been informed of the project(s).*

Neighbor’s Signature

Street Address Only

 Owner Renter

 I would like a copy of PIR Notify Me

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Support Documents to attach:

These represent the minimum requirement, and additional information may be requested. See Section 5.4 of the Architectural Guidelines for details. Please check all boxes that apply to your project.

- Construction plats** are needed when property boundaries and setbacks are critical, e.g., fences, sheds.
- A site map** is required for locations, e.g., landscape. Trees to be removed need to be noted on the plat and physically marked (e.g. bright ribbon) on-the property.
- Samples or specifications** are needed to provide color, style, and material, e.g., siding, paint, windows, doors, roofs, sheds, and fences
- Alterations require a sketch or photo** for size and dimensions, in addition to the above. Significant construction, e.g., additions, require drawings and plans.
- A diagram, sketch, or photo** is needed to show affected locations on the house, modifications, additions, or replacement of architectural features.
- Docks** –Permits, Master Dock Reference and items referenced in the **RPA Changes**.
- Sub-association approval letter or email**
- RPA Changes** – a copy of your plan, RPA approval from Prince William County, and, if in a sub-association, an approval by the sub-association.

Items required to be acknowledged by initials

- _____ I have read the guidelines for my project.
- _____ I understand my lot may be inspected for my projects.
- _____ I understand that I am responsible for county approval (e.g., permit and zoning) and code compliance and that **approval of the PIR does not provide county approval.**
- _____ I understand I have the right to appeal.

For Office Use Only

Property Account No: _____

Ruling: **Approved** **Denied** **Contingent Approval** **Tabled** **Deferred to Board**
 Approved by Covenants Manager **Precinct:** _____

Remarks: _____ **Date:** _____