



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 30 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:**

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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 ☐

\_\_\_\_\_  
Owner ☐ Renter ☐

\_\_\_\_\_  
I would like a copy of PIR ☐

\_\_\_\_\_  
Notify Me ☐

\_\_\_\_\_  
Owner ☐ Renter ☐

\_\_\_\_\_  
I would like a copy of PIR ☐

\_\_\_\_\_  
Notify Me ☐

\_\_\_\_\_  
Owner ☐ Renter ☐

\_\_\_\_\_  
I would like a copy of PIR ☐

\_\_\_\_\_  
Notify Me ☐

### 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** – MPOA Lake Management Committee approval, Permits, Master Dock Reference and items referenced in the **RPA Changes**.
- ☐ **Sub-association approval letter or email**
- ☐ **RPA Changes** – a copy of your plan, MPOA Lake Management Committee approval, 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 approval**.

\_\_\_\_\_ I understand I have the right to appeal.

Sample PIRs are available at <https://www.montclairva.com/property-improvements> to assist you in completing the form.

The sample PIRs include a typical deck, tree removal, sheds, fences, siding and shutters, and exterior painting or staining.

### For Office Use Only

Property Account No: \_\_\_\_\_

Ruling: ☐ Approved ☐ Denied ☐ Contingent Approval ☐ Tabled ☐ Deferred to Board  
☐ Approved by Covenants Manager

Precinct: \_\_\_\_\_

Remarks: \_\_\_\_\_ Date: \_\_\_\_\_