

**Architectural Control Guideline Checklist
Egress Basement Windows and Window Wells
Adopted by the Board of Directors at the January 26, 2011 Meeting**

Please read and initial each item below:

_____ I understand that installation of egress basement windows, egress window wells, and egress well covers require prior written approval from the Architectural Control Committee. This Egress Basement Window and Window Well Checklist will be submitted with and become part of my Application for Architectural Review.

Compliance with Architectural Control Guidelines, Virginia Code, and Fairfax County Code:

_____ Installation and/or enlargement of basement windows and window wells will be accomplished in compliance with all Architectural Control requirements listed in this checklist.

_____ Installation and/or enlargement of basement windows and window wells will be accomplished in compliance with all applicable Fairfax County codes to include, but not limited to:

_____ Fairfax County Land Development Services: Finished Basements requirements dated 11/17/08¹

_____ Fairfax County Typical Finished Basement Details²

_____ Fairfax County Typical Retaining Wall Details³

_____ Installation and/or enlargement of basement windows and window wells will be accomplished in compliance with all applicable Virginia code, to include, but not limited to the 2006 Virginia Residential Building Code⁴

_____ All work will be performed in compliance with all required governmental permits. Copies of the permits are submitted with this Application. Approval of this application will be contingent upon receipt of all required governmental permits.

_____ I have signed and notarized the attached statement of indemnification.

_____ All work must be accomplished by a licensed and insured contractor. Copies of the contractor's license and a certificate of insurance must accompany the application. The contractor must sign below that all work will be performed in compliance with all required governmental codes and permits:

Signature of Contractor

Date

Title/Name of Company

¹ <http://www.fairfaxcounty.gov/dpwes/publications/basements/basements.pdf>

² <http://www.fairfaxcounty.gov/dpwes/publications/basements/details.pdf>

³ <http://www.fairfaxcounty.gov/dpwes/publications/retainingwall/details.pdf>

⁴ A copy of the 2006 Virginia Residential Building Code may be purchased from the International Code Council at www.iccsafe.org and is available in the reference section of Fairfax County libraries

Construction Specifications Required.

- _____ I have provided detailed specifications with the Application to include:
 - _____ Location. The location of the window and window well on the foundation wall of the house is specified in the Application.
 - _____ A diagram with dimensions indicating the exact location of the proposed window and window well is submitted.
 - _____ A picture of any current basement window and window well is submitted, with dimensions of both any current window and any current window well indicated on the picture.
 - _____ The height of the top of the window above exterior grade will be no higher than either the top of an existing window or the minimum height necessary to satisfy the egress requirement.
 - _____ The width of the window will be no more than 32 inches.
- _____ Replacement Window. A brochure with dimensions and picture of the window to be installed is submitted.
 - _____ The frame of the window will be white.
 - _____ The window may be a slider, casement, single or double hung window. (Circle one)
 - _____ The U-factor of the window must meet or exceed the specifications of the Fairfax County Typical Finished Basement Details.
- _____ Alteration to Load Bearing Basement Foundation Walls. I understand that Fairfax County requires submission of plans to accompany the required permit when there is any alteration to an existing load bearing wall or exterior wall. (see Section 2, page 3 of Fairfax County Land Development Services: Finished Basements). Installation of a new or enlarged window opening must also be installed in compliance with the 2006 Virginia Residential Building Code.
 - _____ Fairfax County approval of these plans as well as the permit for any alteration of an existing load bearing wall or exterior wall is submitted with the Application, including specifications detailing the window header.
- _____ Window Well. I understand that Fairfax County Typical Finished Basement Details require that a window well must be constructed when grade conditions require the sill of the egress window to be below the outside grade elevation.
 - _____ I have complied with Fairfax County Code for any required plan submission that must accompany a permit for the construction of a new window well. Copies are attached to this Application.

- _____ Detailed specifications, dimensions, manufacturer’s brochures and diagrams describing the proposed window well have been submitted with the Application, to include the height of the reveal of the window well above grade at the midpoint of the window well and the two locations where the well meets the foundation wall.

- _____ I will use a plastic or galvanized metal pre-fabricated window well. (Circle one). The manufacturer’s specifications, dimensions, and brochure are submitted with the Application. A sample color of the pre-fabricated window well is included. The color of the window well will be: ivory, grey, beige, dark brown, dark green, or black (Circle one).

- _____ The height of a pre-fabricated window well as installed (i.e. the reveal) will be _____ inches above grade. If the reveal is 4” above grade, I understand that a border around the well must also be installed. The border will be constructed of ornamental garden block or pressure treated timbers (Circle one). Detailed construction plans including diagrams depicting the dimensions of the border, elevation drawings, and manufacturer’s brochures have been submitted with the Application.
 - _____ If ornamental garden block is to be used, samples, a color brochure, or a web reference depicting the color, material, and dimension of the product are submitted.
 - _____ If pressure treated timbers are to be used, I understand that the timber size must not exceed 4” X 4.” The timbers must remain natural in color and not painted or stained. Clear waterproofing treatment may be used.

- _____ Drainage from the Window Well. The Application includes detailed steps to be taken to guarantee that the window well will not permit or facilitate water to penetrate the modified home or neighboring homes.
 - _____ The window well will be installed in compliance with the Fairfax County Typical Retaining Wall Details specifications with regard to drainage, if deemed applicable by Fairfax County.
 - _____ The homeowner, by signing this checklist, acknowledges that he/she or any future owner of the home may be required to install a sump at the base of the window well as a result of water penetration to neighboring homes subsequent to installation of the window well. Water discharged from the sump pump must meet Architectural Control Guidelines (see Section V.E.7).

- _____ Window Well Cover. A window well cover is required and will be installed to prevent fall-hazard to adjoining neighbors presented by the newly installed or enlarged window well.
 - _____ Pictures, manufacturer’s brochures, and elevation drawings with dimensions of the cover have been submitted with the Application.
 - _____ I understand that if a plastic bubble-type window well is used, the height of the bubble shall not exceed XX” above grade (including the dimension

of the height above grade of the window well). I understand that yellowed or worn window well covers will be cited as an eyesore violation for removal or replacement.

_____ The means of attaching the cover to the window well without impeding the intended fire egress have been specified in the Application.

_____ The homeowner applying for approval is responsible for assuring that the window well is in compliance with all governmental permits and codes and appropriate for use, and may not rely upon approval of the Association for this purpose.

_____ I have read the above requirements of the Egress Window and Window Well Checklist. I will ensure that my contractor will install the proposed egress window, window well, and window well cover in compliance with this checklist and all requirements of the Architectural Control Guidelines.

Printed name of homeowner

Printed name of homeowner

Signature

Signature

Date

Date

Printed name of homeowner

Printed name of homeowner

Signature

Signature

Date

Date

Pinewood Greens Homeowners Association

Statement of Indemnification

Egress Basement Windows and Window Wells

The homeowner must execute this agreement to indemnify and hold harmless the Pinewood Greens Homeowners Association, its Board of Directors, committee members, agents, employees, and residents from any and all injuries, property damage, causes of actions, claims or obligations and all consequential and incidental damages including but not limited to structural failure, damage from water infiltration, and personal injury arising out of or relating to the alteration of the foundation wall, installation of a basement egress window, installation of a basement egress window well, installation of a basement window well cover, and any concomitant regrading.

This signed and notarized written statement of indemnification must accompany the Application and will become part of the Application and shall be included in all subsequent resale disclosure packets for the property under the Virginia Property Owners Association Act, Section 55.509.4.

Printed name of homeowner

Printed name of homeowner

Signature

Signature

Date

Date

Printed name of homeowner

Printed name of homeowner

Signature

Signature

Date

Date

Affix Notary Seal Here:

Signature

Date