



Montclair Property Owners Association
Property Improvement Request – PIR
Submit to: CovAdmin@montclairva.com

Name: Jane Doe Sub-association: _____

Street Address Only: 125 Maple Street

Daytime Phone: 888-888-8888 Email: Sample@gmail.com

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 at the on-site office at 3561 Waterway Drive or via email at CovAdmin@montclairva.com. All PIR's are reviewed by the Volunteer Covenants Committee twice a month in a public forum. See the MPOA calendar on Montclairva.com for schedule. You will receive correspondence from the MPOA relaying the outcome and when the project can begin. Please Review [MPOA Community Guidelines, Article 5](#).

Description of the Project:

Please include the location and size (length x width x height) of improvements, as well as materials used and colors.

Tree Removal-Remove one maple tree from front, middle of the yard and one maple tree from the right, rear yard .

Trees will be physically marked with bright ribbon. Stump in front yard will be ground.

Construction equipment will access my property only. Materials will be stored out of public view for duration of construction.

Estimated Start Date: 06/22/2026

Estimated Completion Date: 07/01/2026

Jane Doe
Homeowner's Signature

06/01/2026
Signature Date

Signatures:

Signatures of neighbors that are impacted by the project(s) are required. Please see MPOA Community Guidelines, Article 5, Obtaining Neighbor Acknowledgment.

Neighbor's Signature

Street Address Only

Signing does not imply consent nor approval of this PIR. You are only stating that you have been informed of the project(s). Contact the MPOA Office for more information.

John Smith
Owner Renter

127 Maple Street
Address

Alice Baker
Owner Renter

123 Maple Street
Address

Mary Miller
Owner Renter

124 Maple Street
Address

Bill Jones
Owner Renter

527 Oak Street
Address

Support Documents to attach:

These represent the minimum requirements, and additional information may be requested. See MPOA Community Guidelines, Article 5 for details. Please check all boxes that apply to your project

- Property Plats** are needed for many projects, e.g. fences, sheds, decks, porches, patios, walkways, and tree removal. Draw the project(s) on the plat and include dimensions of the project and the distance from the project(s) to the property lines.
- Construction material and storage** – If applicable, a plan or narrative explaining how construction equipment will access the property and how and where materials will be stored on the property.
- Color 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, photo and /or construction plans** for size and dimensions. Major construction, e.g., additions, require drawings and plans.
- Docks** - See MPOA Community Guideline, Article 5 for required Permits, Master Dock Reference and items referenced in the Resource Protection Area (RPA) Changes.
- Sub-association approval letter or email.**
- Projects within the Resource Protection Area (RPA)** – Require review by Prince William County Environmental Services prior to Covenants Committee Review.

Items required to be acknowledged by initials:

JD I have read the guidelines for my project.

JD I understand my lot may be inspected for my projects.

JD I understand that trees requested to be removed must be physically marked (e.g. bright ribbon.)

JD I understand that I am responsible for county approval (e.g., permit and zoning) and code compliance.
Approval of the PIR does not constitute Prince William County approval.

JD I acknowledge that prior Prince William County review is required for any projects that are within the RPA.

JD I understand I have the right to appeal.

Tree to be Removed



#1



#2