



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.

A. Siding-all sides from White vinyl to Georiga-Pacific, vinyl, double 4", Color-Flint. _____

B. Deck-15'x12' at left, rear of house. Deck boards-Trex, color Tide Pool, Handrails and Posts-White vinyl. _____

Balusters-Black vinyl. _____

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

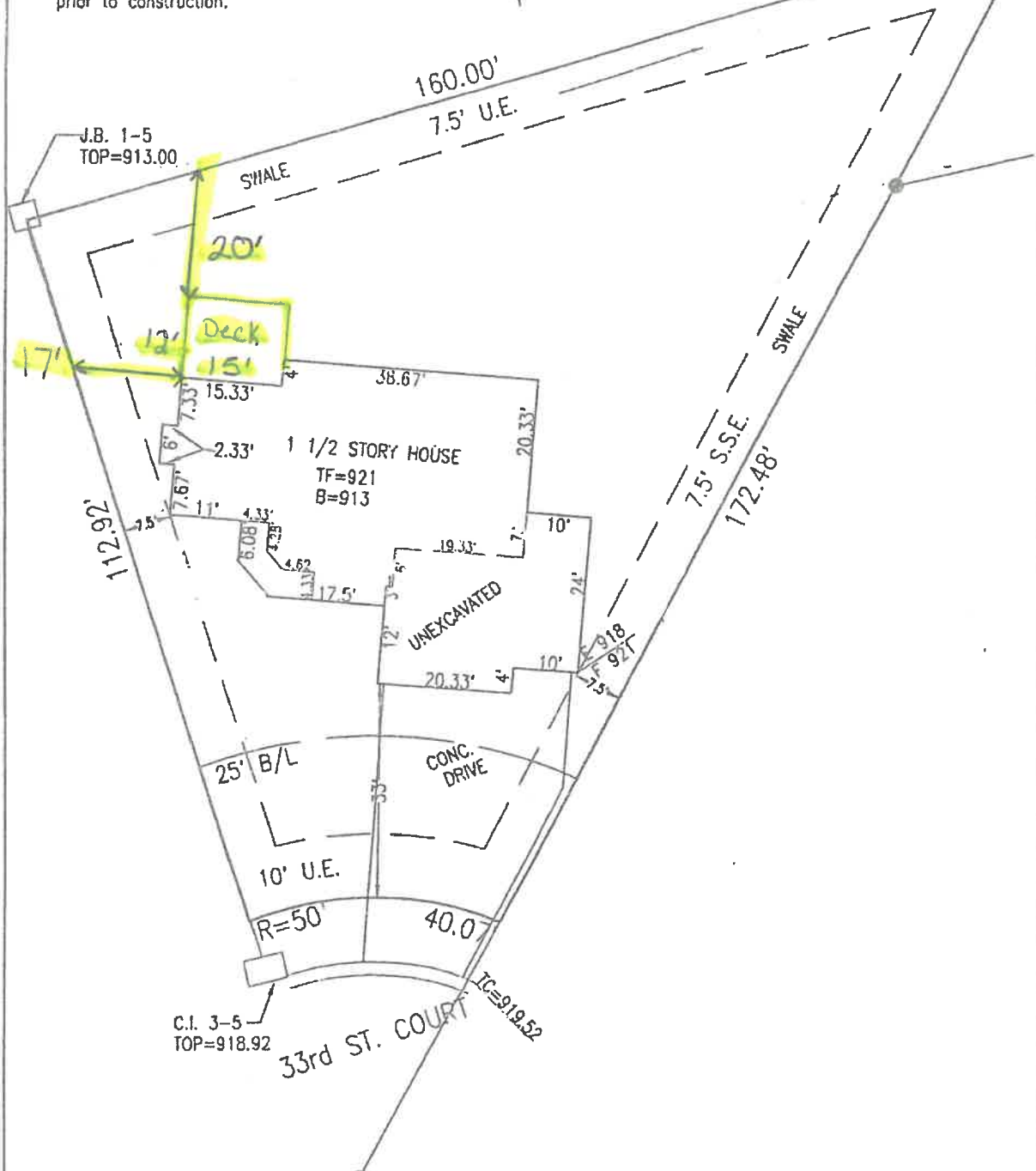
JD I acknowledge that prior Prince William County review is required for any projects that are within the RPA.

JD I understand I have the right to appeal.

It is the responsibility of the contractor to verify the depth of the sanitary sewer in relation to the foundation prior to pouring the foundation.

The contractor must verify the sidewalk location with the City prior to construction.

NOTE: No title report was provided by the client. BLUE VALLEY ENGINEERING CO. assumes no responsibility for Boundary or Easements not shown. The client has made an agreement that this is not a boundary survey.



The contractor or contractors shall verify that the foundation dimensions shown and the construction staking are in compliance with the owners or builders foundation plan. Cuts or fills shown on construction staking are for assistance in excavation only. Final basement or top of foundation elevations shall be made by the owner or contractor.

PLOT PLAN

LOT 65
THE FOREST
INDEPENDENCE, MO.

BLUE VALLEY ENGINEERING CO.
ENGINEERS / SURVEYORS

3424 W. DUNCAN RD., BLUE SPRINGS, MISSOURI 64015 - PHONE 816/228-9773

Scale: 1"=20'

Date: 7-06-94

Drawn By: MGW

FOR: SUNVOLD ENTERPRISE

Checked By: MTL

Project No.: 94-251-PP-181

Pg 1 of 2

Sample Deck Plans

Ledger Boards shall not be attached to any cantilevered portion of house, brick veneer or any precast floor joist system

SEE COUNTY TYPICAL DETAIL FOR ALL MINIMUM STANDARDS & DETAILS NOT SHOWN ON DRAWING

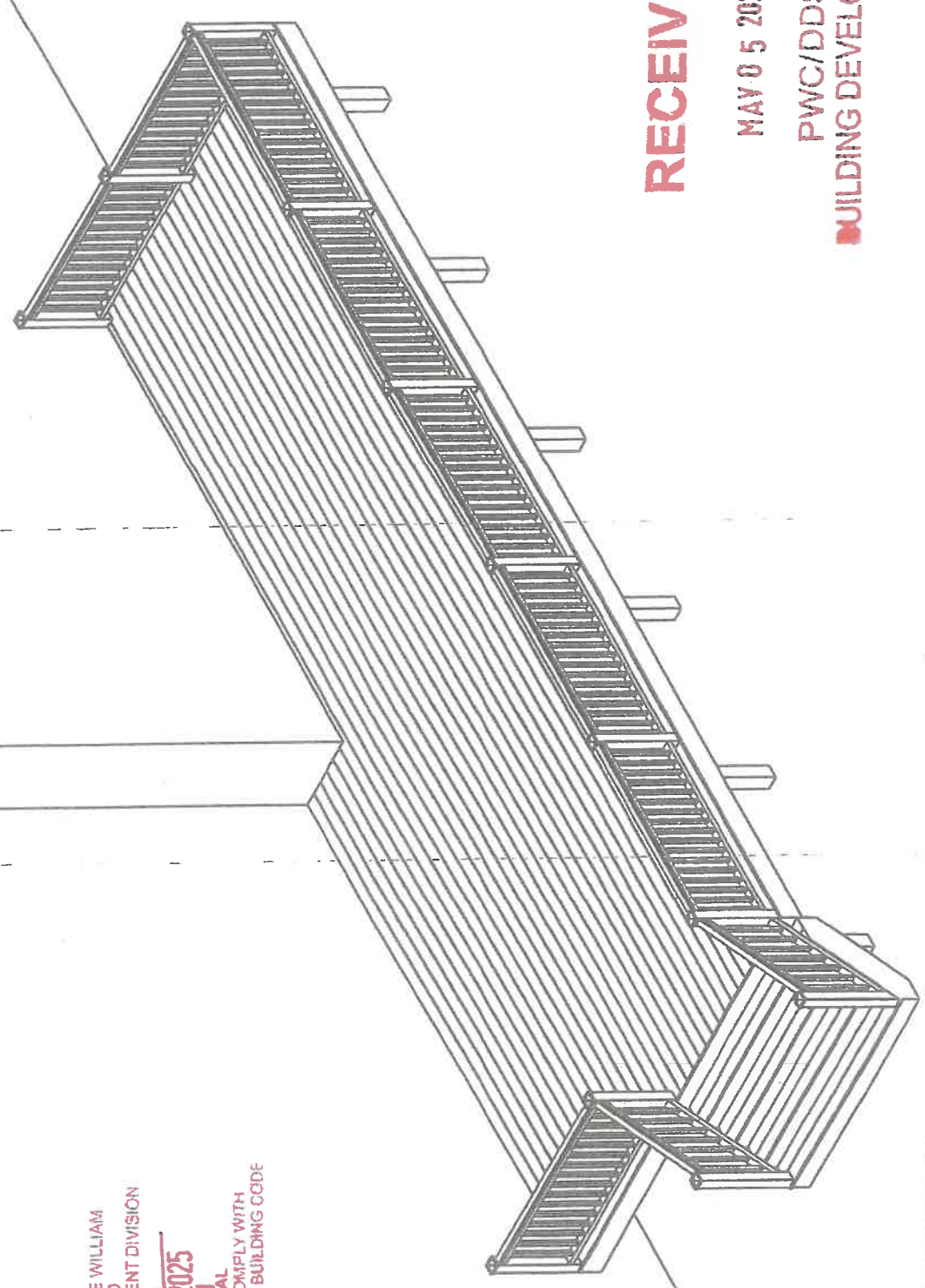
Based on the 2021 IRC

Sheet 1 of 2

COUNTY OF PRINCE WILLIAM
REVIEWED
BUILDING DEVELOPMENT DIVISION

MAY 05 2025
2021

RESIDENTIAL
ALL WORK SHALL COMPLY WITH
VA UNIFORM STATEWIDE BUILDING CODE



Isometric View

RECEIVED

MAY 05 2025

PWC/DDS
BUILDING DEVELOPMENT

Name _____
Title _____

NO INSPECTION WILL BE MADE UNLESS AN APPROVED SET OF PLANS IS ON JOB SITE

CUSTOMER COPY

Trex Deck Board Sample

The screenshot shows the Trex website's deck board selection interface. At the top, there is a navigation bar with links for 'WHERE TO BUY', 'ORDER SAMPLES', 'FIND A BUILDER', and 'LITERATURE'. A search icon and a 'SIGN IN' link are also present. The main heading reads 'Find the perfect deck color that speaks to you.' Below this, a sub-heading states: 'Explore our array of composite decking color options. Now available in new colors engineered to be appreciably cooler* and comfortable.'

Filter By: All SunComfortable Fire-Rated Popular Browns Greys Neutrals Reds

A grid of 12 deck board color samples is displayed, arranged in three rows and four columns. Each sample has a small 'NEW' label in the bottom-left corner. The fourth sample in the second row is highlighted with a yellow border.

On the right side, a featured section titled 'Tide Pool' is highlighted with a yellow background. Below the title, the word 'Enhance' is written. A large image shows a deck with the 'Tide Pool' color installed, featuring a dining table and chairs. Below the image, the text reads: 'Tide Pool draws inspiration from nature's intricate artwork created by the gentle hand of the tides.'

At the bottom of the featured section, it says '3.5 Inch Composite Deck Board Sample'.

Deck Handrail, Balusters + Posts Sample



Siding Sample



Products Ideas & Learning Support For Pros

Find a Dealer

Contact Us

Search



GEORGIA-PACIFIC VINYL SIDING > COMPASS

SIDING -

BY STYLE -

LAP SIDING -

Compass

Forest Ridge

Shadow Ridge

Somerset Coastal

Vision Pro

Caliber High Performance

Castle Ridge

SHAKE AND SHINGLE +

VERTICAL SIDING +

SOFFIT AND FASCIA +

SKIRTING +

IDEAS & LEARNING +

SUPPORT +

FOR PROS +



Due to screen resolution limitations, product colors may not be exactly as shown. Please refer to actual product samples for color selection.

+ Upcharge Applies

GEORGIA-PACIFIC VINYL SIDING

Compass®

We've handpicked the most beautiful hues straight from nature. This collection of 29 colors includes crisp lights, comfy neutrals, dynamic hues and worry-free wood grain options.

DOUBLE 4.5" DUTCH LAP

DOUBLE 4"

6 Standard Color Options



4 Dark Color Options



Flint

11 Premium Color Options



3 Cedar Color Options

