

**DEER CROSSING HOMEOWNERS ASSOCIATION  
ARCHITECTURAL REVIEW BOARD  
REQUEST APPLICATION**

*(To be completely filled out and signed by Owner/Contractor requesting a change in structure or appearance of a home/property.)*

I/We \_\_\_\_\_, hereby requests approval by the Architectural Review Board (ARB) and the Deer Crossing Home Owners Association Board of Directors (BOD) on Date \_\_\_\_\_ for the modification shown below, located at:

(Street address) \_\_\_\_\_

(Home Phone) \_\_\_\_\_ (Cell Phone) \_\_\_\_\_

Estimated Start Date \_\_\_\_\_ Estimated Completion Date \_\_\_\_\_

Please describe your request and attach any photos, drawings or specifications that will help explain the request:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Under each of the most common headings below, all the items listed must be submitted. Please refer to the Covenants/By-Laws/Rules and Regulations for other necessary information required for modifications.

**NOTE: IF ARCHITECTURAL REQUESTS ARE APPROVED THEN BUILDING PERMITS WILL BE REQUIRED TO BE SUBMITTED BEFORE COMMENCING ANY ALTERATIONS TO THE ABOVE PROPERTY FOR ALL FENCES, OUTDOOR BUILDINGS, DETACHED GARAGES, DRIVEWAYS, DECKS, ROOF, ETC. PERMITS ARE NOT NEEDED AT TIME OF APPLICATION SUBMITTAL.**

- \_\_\_\_\_ **Windows (Front, rear, side and Garage)**
- \_\_\_\_\_ List of all materials to be used and color(s) / tint
  - \_\_\_\_\_ Make and Model #
  - \_\_\_\_\_ Picture or sketch
  - \_\_\_\_\_ Contractor's name and Contractor's business license
  - \_\_\_\_\_ Copy of (Building, Construction, Etc.) Permit(s). PERMITS ARE NOT NEEDED AT TIME OF APPLICATION SUBMITTAL.

- \_\_\_\_\_ **Driveway or Walkway**
- \_\_\_\_\_ Site Plan (survey) and specifications denoting location on lot and material to be used
  - \_\_\_\_\_ Construction schedule
  - \_\_\_\_\_ Dimensions/Size
  - \_\_\_\_\_ Copy of (Building, Construction, Etc.) Permit(s). PERMITS ARE NOT NEEDED AT TIME OF APPLICATION SUBMITTAL.

- \_\_\_\_\_ **Pool (Above or In Ground)**
- \_\_\_\_\_ Site Plan (survey) and specifications denoting location on lot and material to be used
  - \_\_\_\_\_ Construction schedule
  - \_\_\_\_\_ Picture of pool type and drawing
  - \_\_\_\_\_ Size and dimensions of pool
  - \_\_\_\_\_ Pool Contractor and Contractor's business license
  - \_\_\_\_\_ Copy of (Building, Construction, Etc.) Permit(s). PERMITS ARE NOT NEEDED AT TIME OF APPLICATION SUBMITTAL.

\_\_\_\_\_ **Garages**

- \_\_\_\_\_ Picture or drawing of the building
- \_\_\_\_\_ Site Plan (survey) and specifications denoting location on lot and material to be used
- \_\_\_\_\_ Construction schedule
- \_\_\_\_\_ Dimensions of structure
- \_\_\_\_\_ Color(s) to be used (Must be exact material and color of house)
- \_\_\_\_\_ Contractor's name and copy of business license
- \_\_\_\_\_ Copy of (Building, Construction, Etc.) Permit(s). PERMITS ARE NOT NEEDED AT TIME OF APPLICATION SUBMITTAL.

\_\_\_\_\_ **Sunrooms & Screened in Porches**

- \_\_\_\_\_ Picture or drawing of the proposed project
- \_\_\_\_\_ Site Plan (survey) and specifications denoting location on lot and material to be used
- \_\_\_\_\_ Construction schedule
- \_\_\_\_\_ Size and dimensions of Sunroom or Screened in Porch
- \_\_\_\_\_ Color(s) to be used (Must be exact material and color of house)
- \_\_\_\_\_ Contractor's name and copy of business license
- \_\_\_\_\_ Copy of (Building, Construction, Etc.) Permit(s). PERMITS ARE NOT NEEDED AT TIME OF APPLICATION SUBMITTAL.

\_\_\_\_\_ **Deck**

- \_\_\_\_\_ Site Plan (survey) and specifications denoting location on lot and material to be used
- \_\_\_\_\_ Construction Schedule
- \_\_\_\_\_ Picture or drawing (deck must match any existing deck) depicting railing and how the deck will tie into existing structure
- \_\_\_\_\_ Size and dimensions of structure
- \_\_\_\_\_ Material
- \_\_\_\_\_ Contractor's name and copy of business license
- \_\_\_\_\_ Copy of (Building, Construction, Etc.) Permit(s). PERMITS ARE NOT NEEDED AT TIME OF APPLICATION SUBMITTAL.

\_\_\_\_\_ **Outdoor Building**

- \_\_\_\_\_ Picture or sketch of the building
- \_\_\_\_\_ Site Plan (survey) and specifications denoting location on lot and material to be used
- \_\_\_\_\_ Construction Schedule
- \_\_\_\_\_ Size and dimensions of structure
- \_\_\_\_\_ Color(s) to be used (Must be exact material and color of house)
- \_\_\_\_\_ Contractor's name and copy of business license
- \_\_\_\_\_ Copy of (Building, Construction, Etc.) Permit(s). PERMITS ARE NOT NEEDED AT TIME OF APPLICATION SUBMITTAL.

\_\_\_\_\_ **Fence and Screening**

- \_\_\_\_\_ Site Plan (survey) and specifications denoting location on lot and material to be used
- \_\_\_\_\_ Construction schedule
- \_\_\_\_\_ List of color(s) to be used
- \_\_\_\_\_ Height of fence
- \_\_\_\_\_ Style of fence
- \_\_\_\_\_ Contractor's name and copy of business license
- \_\_\_\_\_ Copy of (Building, Construction, Etc.) Permit(s). PERMITS ARE NOT NEEDED AT TIME OF APPLICATION SUBMITTAL.

\_\_\_\_\_ **Roof**

- \_\_\_\_\_ List of all materials to be used and color / grade
- \_\_\_\_\_ Make and Model # of shingle and under laminate
- \_\_\_\_\_ Picture or sample
- \_\_\_\_\_ Contractor's Name and Contractor's business license
- \_\_\_\_\_ Copy of (Building, Construction, Etc.) Permit(s). PERMITS ARE NOT NEEDED AT TIME OF APPLICATION SUBMITTAL.

**Playhouses**

- \_\_\_\_\_ Site Plan (survey) and specifications denoting location on lot and material to be used
- \_\_\_\_\_ Construction schedule
- \_\_\_\_\_ Location (must have minimum visual impact on adjacent properties and/or may also require additional shrub screening)
- \_\_\_\_\_ Size and dimensions of structure
- \_\_\_\_\_ Picture or sketch (if applicable)
- \_\_\_\_\_ List of color(s) to be used
- \_\_\_\_\_ Contractor's name and copy of business license
- \_\_\_\_\_ Copy of (Building, Construction, Etc.) Permit(s). PERMITS ARE NOT NEEDED AT TIME OF APPLICATION SUBMITTAL.

**Patio, Gazebo, Pergola, Awning, Mailbox**

- \_\_\_\_\_ Site Plan (survey) and specifications denoting location on lot and material to be used
- \_\_\_\_\_ Construction schedule
- \_\_\_\_\_ List of materials to be used and color(s)
- \_\_\_\_\_ Size and dimensions of structure
- \_\_\_\_\_ Picture or sketch (if applicable)
- \_\_\_\_\_ Copy of (Building, Construction, Etc.) Permit(s). PERMITS ARE NOT NEEDED AT TIME OF APPLICATION SUBMITTAL.

**Doorways (Front, rear and Garage)**

- \_\_\_\_\_ List of materials to be used and color(s)
- \_\_\_\_\_ Picture or sketch
- \_\_\_\_\_ Make and Model #
- \_\_\_\_\_ Contractor's Name and Contractor's business license
- \_\_\_\_\_ Copy of (Building, Construction, Etc.) Permit(s). PERMITS ARE NOT NEEDED AT TIME OF APPLICATION SUBMITTAL.

**Wrap / Paint Exterior / Gutters**

- \_\_\_\_\_ List of materials to be used and color / grade
- \_\_\_\_\_ Picture or sample of wrap material
- \_\_\_\_\_ Contractor's Name and Contractor's business license (If applicable)
- \_\_\_\_\_ Copy of (Building, Construction, Etc.) Permit(s). PERMITS ARE NOT NEEDED AT TIME OF APPLICATION SUBMITTAL.

**Other**

- \_\_\_\_\_ Description of work to be completed.
- \_\_\_\_\_ Materials and Colors if applicable.
- \_\_\_\_\_ Changes to Exterior Lighting (Not referring to Seasonal / Holiday Lighting)
- \_\_\_\_\_ Copy of (Building, Construction, Etc.) Permit(s). PERMITS ARE NOT NEEDED AT TIME OF APPLICATION SUBMITTAL.

\_\_\_\_\_  
\_\_\_\_\_

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**DEER CROSSING HOMEOWNERS ASSOCIATION  
ARCHITECTURAL REVIEW BOARD (ARB)  
REQUEST APPLICATION**

I/we agree to be responsible for the failure by my contractor to abide by the rules of the association and to all City, State and Federal codes and regulations. The contractor is also required to clean up all debris on common areas and remove trash from Association property daily during and upon completion. I/we will be responsible for all costs for the cleanup and repair of damages to the common areas and our lot. If for any reason the work is discontinued and there is not any substantial progress, the association shall have the right, but not the obligation, after ten calendar days' notice to take such steps as may be required to correct an undesirable appearance, specifically including the right to demolish a partially completed structure and remove the debris from the Lot. Further, the Association shall have the right, but not the obligation, to complete said modification/project in accordance with plans and specifications previously approved by the ARB allowing for such deviations from the plans as the Association, in its sole discretion of the association and may include, but not be limited to purely aesthetic grounds. The owner of the lot shall be liable for all costs incurred in such action and the total costs thereof will be a lien on the Lot, which lien may be foreclosed in the same manner as is provided for the enforcement of association assessment liens.

I understand that **I MUST** wait for receipt of the ARB's written approval of this application before beginning the foregoing alteration and that approval of such alteration by the Architectural Review Board and the Deer Crossing Home Owners Association Board of Directors does not release us of our obligations to ensure that such alteration is in compliance with all local, state or federal ordinances. I understand that this request, if approved, **must be completed within eighteen(18) months of approval** by the ARB & the Deer Crossing Home Owners Association Board of Directors. If construction will take longer, an extension must be filed, in writing, to the ARB explaining the need for an extension. This extension must receive Board of Directors approval. I understand that if this application is approved, it will expire **eighteen(18) months** after the approval date, if construction is not concluded. **ADDITIONALLY, IF ARCHITECTURAL REQUESTS ARE APPROVED THEN BUILDING PERMITS WILL BE REQUIRED TO BE SUBMITTED BEFORE COMMENCING ANY ALTERATIONS TO THE ABOVE PROPERTY FOR ALL FENCES, OUTDOOR BUILDING, DETACHED GARAGES, DRIVEWAYS, DECKS, ROOF, ETC. PERMITS ARE NOT NEEDED AT TIME OF APPLICATION SUBMITTAL.**

*The Architectural Review Board will have up to 45 days to render a decision from the date of this request. The request date starts when the property manager logs the request.*

**Signature of person(s) making request:** No electronic generated signatures accepted.

\_\_\_\_\_  
Print Name (Home Owner(s)/Contractor)

\_\_\_\_\_  
Signature (Home Owner(s)/Contractor)

\_\_\_\_\_  
Date

Please submit form to:  
Deer Crossing Home Owners Association  
c/o United Property Associates  
525 South Independence Blvd, Suite 200  
Virginia Beach, VA 23452

**(OFFICE USE ONLY)**

Date Request Received: \_\_\_\_\_

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

\_\_\_\_\_  
Approved as is

\_\_\_\_\_  
Approved with the attached stipulations

\_\_\_\_\_  
Denied

**By: Architectural Review Board:**

\_\_\_\_\_  
Name/Title

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**By: Board Member:**

\_\_\_\_\_  
Name/Title

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date