



6550 Town Point Road  
Suite 113  
Suffolk, VA 23435

**APPLICATION TO THE ARCHITECTURAL REVIEW BOARD**

Please complete the items listed below and include this form with plans submitted for preliminary review.

DATE \_\_\_\_\_

NAME OF PROPERTY OWNER \_\_\_\_\_

LOCATION OF PROPERTY \_\_\_\_\_

PHONE NUMBER OF OWNER \_\_\_\_\_

CONTRACTOR & MAILING ADDRESS \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

ANTICIPATED CONSTRUCTION \_\_\_\_\_

START DATE & FINISH DATE \_\_\_\_\_

BRIEF DESCRIPTION OF PROJECT \_\_\_\_\_  
 \_\_\_\_\_

**ITEMS TO BE SUBMITTED FOR REVIEW:**

- 1.) SITE PLAN SHOWING AREAS OF IMPROVEMENT AND DIMENSION SPECIFICATIONS, AS WELL AS PLANS AND SPECIFICATIONS FOR IMPROVEMENT PROJECTS.
- 2.) COLOR PALATES OF ALL REQUESTED CHANGES AND NARRATIVE OF FINAL COLOR SPECTRUM FOR ENTIRE HOUSE AREA.
- 3.) SPECIFIC TYPES OF MATERIALS TO BE USED, TO INCLUDE WOOD AND STAIN TYPES AND OTHER CONSTRUCTION MATERIALS TO BE USED.
- 4.) ELEVATION PLAN OF EXCAVATION OR CHANGE IN GRADING (IF APPLICABLE).
- 5.) ILLUSTRATION OF ANY NEW REPLACEMENT COMPONENTS SUCH AS WINDOWS, DOORS, ETC.
- 6.) DESCRIPTION OF CHANGES IN EXTERIOR LIGHTING.
- 7.) DESCRIPTION OF PLANTINGS OR LANDSCAPE TO BE REMOVED, ADDED OR ALTERED.
- 8.) COPY OF BUILDING PERMIT WHEN OBTAINED (IF APPLICABLE) OR OTHER SPECIAL PERMITS WHERE NECESSARY.
- 9.) ALL OTHER MATERIALS RELEVANT TO THE REQUESTED IMPROVEMENT.

Final approval will be based upon information supplied in or with the application. This approval is limited to design criteria established by the Architectural Review Board of the Association and should not be interpreted as approval of any variation from restrictions or conditions imposed on the property

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owner by contract, other provisions of the recorded covenants, or any regulations or requirements of the local building inspector's office.

All applications/requests must be forwarded to the Association Manager. The deadline for submission will be the first of each month. The ARB Board will receive a packet of all requests for review at the monthly board meeting. All requests will be acted upon at the meeting and, within seven days, a letter of approval, denial or a request for additional information will be sent.

**I understand that I MUST wait for receipt of your written approval of this application before beginning the foregoing alteration and that approval of such alteration by the Architectural Review Board does not release us of our obligations to ensure that such alteration is in compliance with all local, state or federal ordinances.**

**ALL EXTERIOR ALTERATIONS MUST BE COMPLETED WITHIN 90 DAYS FROM THE DATE OF THE APPROVAL LETTER.**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**ARCHITECTURAL REVIEW BOARD/BOARD OF DIRECTORS ACTION**

\_\_\_\_\_ Approved as submitted

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

\_\_\_\_\_ Disapproved

By:

\_\_\_\_\_  
Printed Name/Title      Signature      Date

\_\_\_\_\_  
Printed Name/Title      Signature      Date

\_\_\_\_\_  
Printed Name/Title      Signature      Date