

Hampshire Glen
Request for Exterior Alteration Application

Please mail form to:

Hampshire Glen HOA
827 Diligence Dr. #126
Newport News, VA 23606-4212
Phone: (757) 873-1185 Ext. 473

OR email to: acleveland@unitedproperty.org or fax to 757-873-8907

Note: Exterior alterations and/or fences commenced without prior approval of the Architectural Review Board are in violation of the covenants and at the applicants own risk.

From: (Please print or type)

Name: _____
Address: _____
Home Ph: _____

Application for: (Check appropriate work)

Fence	Play Structure	Porch or Porch Rails
Landscaping	Shed	Exterior Finish
Deck/Patio	Hot Tub	Repair or Replace
Guttering	Satellite Dish	Exterior Color Scheme
Yard Ornaments	Grading	Other: _____

Description of Alteration: A copy of the property plat showing the location of the alteration/addition must accompany your request. You should also include any additional sketches or drawings that you may have and a description of the alteration must be made on page two. In the case of an exterior color change, a sample of the new color along with a description of the existing color must be submitted. Please note the following as stated in the Association Declaration, page 21, Section 3:

1. Fences shall be either white vinyl picket 4' in height or white vinyl solid that is 6' in height. All fences along the rear of any lot that abuts West Queen St., Salters Creek Rd. or the railroad right-of-way adjacent to Pembroke Ave. shall be white vinyl solid 6' in height.
2. Accessory structures (sheds) shall be constructed with same type and color of roofing as the dwelling on the lot and vinyl siding of the same color as the primary color of the exterior façade of the dwelling on the lot.

Acknowledgement: I/we acknowledge that I/we will be solely liable for any claims, including without limitation, claims for property damage, property line disputes or personal injury which result from the requested addition or modification. I/we hereby indemnify the Association, Board, the Architectural Committee and the management company from and against any and all such claims. I/we accept responsibility for all requirements of the City of Hampton regarding permits, setbacks, etc., and for all maintenance, repair and upkeep of said addition or modification. I/we have reviewed the Governing Documents of Hampshire Glen and accept full responsibility that this request is in compliance with the standards set forth in those Documents.

The ARB has forty-five days (45) from the date a complete application package (including required signatures, plats, sketches, etc.) is received to approve or deny each application. By signing below, you acknowledge that if the modification, as constructed differ in any way from those described herein, your approval will not extend to such modification.

Owner Signature: _____ Date: _____

- Approved
- Declined
- Pending more information

Architectural Review Board Representative

Date