

APPLICATION TO THE ARCHITECTURAL REVIEW BOARD

Kempton Park Owners Association
5849 Harbour View Blvd., Suite 200
Suffolk, Virginia 23435
(757) 484-0706 Ext 415 / Fax (757) 484-3217

Date Submitted: _____

Name of Property Owner(s): _____

Address / Lot Number: _____

Phone Number(s) of Owner: _____

Contractor Info (if applicable): _____

Project Name (circle one): Fence / Shed / Landscaping / Other

If "Other", provide details: _____

Start & Finish Dates: _____

Documentation to be submitted for review:

- Site plan showing areas of improvement and dimension specifications.
- Color palates or examples of all requested changes and narrative of final color spectrum.
- Specific types of material to be used (make/model). Colored pictures are extremely helpful.
- Illustration or colored picture of any new replacement component.
- Description of plants or shrubs to be removed, added or otherwise altered.
- If necessary, copy of building permit(s) when obtained or any other special permits if required.
- If applicable, elevation plan of excavation or change in grading.
- If applicable, description of changes in exterior lighting.

Enclosure (1), KPOA ARB Guidelines

Final approval will be based upon information voluntarily supplied in or with the application. This approval is limited to design criteria established by the ARB for the KPOA and should not be interpreted as approval of any variation from restrictions or conditions imposed on the property owner by contract, other provisions or the recorded covenants or any regulations or requirements of the local building inspector's office.

By signing below, I understand that I must wait for receipt of your written approval of this application before beginning the alteration or project and that approval of such alteration or project by the ARB does not release me/us of our obligations to ensure that such alteration or project 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. Otherwise, the approval will be considered not acted upon and rescinded. The owner must reapply if the alteration or project is not completed within this 90 day window.

Signature(s)

Date

Architectural Review Board or Board of Director's Action

_____ Approved as submitted.

_____ Approved with attached stipulation(s).

_____ Disapproved as submitted.

Stipulation(s):

Members comprising ARB or BOD:

Printed Name & Board Position

Signature

Date

Printed Name & Board Position

Signature

Date

Printed Name & Board Position

Signature

Date