

**PEPPERCORN CONDOMINIUM
ASSOCIATION**

5849 Harbourview Blvd., Suite 200
SUFFOLK, VA 23435
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APPLICATION TO THE ARCHITECTURAL REVIEW COMMITTEE

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

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 changed 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 material 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 Committee of the Association and should not be interpreted as approval of any variation from restrictions or conditions imposed on the property owner by contract, other provisions of the recorded covenants, or any regulations or requirements of the local building inspector's office.

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 Committee does not release us of our obligations to ensure that such alteration is in compliance with Peppercorn Condominium Association, all city, state and federal ordinances.

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

Signature

Date

ARCHITECTURAL REVIEW APPLICATION/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