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c/o The Select Group, Inc., 2224 Virginia Beach Blvd., Suite 201, Virginia Beach, Virginia 23454  
(757) 486-6000 fax: (757) 486-6988  
[www.theselectgroup.us](http://www.theselectgroup.us)

**APPLICATION TO THE  
ARCHITECTURAL REVIEW COMMITTEE**

Please complete all the items listed below as applicable and forward completed application along with plans to be reviewed to the address or fax number provided in the header, or by email to the management team listed on our website.

Date of Application: \_\_\_\_\_

Name of Owner(s): \_\_\_\_\_

Unit Address: \_\_\_\_\_ Lot #: \_\_\_\_\_

Phone Number: (H) \_\_\_\_\_ (w) \_\_\_\_\_ (c) \_\_\_\_\_

Email address: \_\_\_\_\_

**BRIEF DESCRIPTION OF PROJECT**

Please fill in the following Specifications:

**Framing:**

Foundation: \_\_\_\_\_

Girder System: \_\_\_\_\_

Joist System: \_\_\_\_\_

Sub Floor: \_\_\_\_\_

Interior Walls: \_\_\_\_\_

Rafters: \_\_\_\_\_

Ridges: \_\_\_\_\_

Roof Sheathing: \_\_\_\_\_

Wall Sheathing: \_\_\_\_\_

Exterior Walls: \_\_\_\_\_

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**Roofing:**

Felt: \_\_\_\_\_

Type: \_\_\_\_\_

Color: \_\_\_\_\_

**Siding:**

Vapor Barrier: \_\_\_\_\_

Cover: \_\_\_\_\_

Soffits: \_\_\_\_\_

Fascia: \_\_\_\_\_

Window Trim: \_\_\_\_\_

Door Trim: \_\_\_\_\_

Trim Color: \_\_\_\_\_

Body Color: \_\_\_\_\_

Lattice: \_\_\_\_\_

**Electrical:**

Service & Panel: \_\_\_\_\_

Outlets: \_\_\_\_\_

Telephone Jacks: \_\_\_\_\_

Cable Jacks: \_\_\_\_\_

Smoke Detectors: \_\_\_\_\_

Lights & Switches: \_\_\_\_\_

**Plumbing:**

Water Supply: \_\_\_\_\_

Sewage Disposal: \_\_\_\_\_

Water Heater: \_\_\_\_\_

Additional Information: \_\_\_\_\_

**HVAC:**

Additional Information: \_\_\_\_\_

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**Insulation:**

Roof/Attic ceiling:\_\_\_\_\_

Exterior Walls:\_\_\_\_\_

Additional Information:\_\_\_\_\_

**Decks:**

Foundation:\_\_\_\_\_

Girder System:\_\_\_\_\_

Joist System:\_\_\_\_\_

Planking:\_\_\_\_\_

Ceiling:\_\_\_\_\_

Stain:\_\_\_\_\_

Complete Description\_\_\_\_\_

\_\_\_\_\_

**Windows:**

Type:\_\_\_\_\_

Complete Description:\_\_\_\_\_

\_\_\_\_\_

**Doors:**

Type:\_\_\_\_\_

Color:\_\_\_\_\_

Complete Description:\_\_\_\_\_

**Fence:** Fences on street side yard cannot be closer than 25 feet from back side of curb. Fences cannot be closer to front corner of home more than half the distance between the front and rear corners, not including the porch.

Type:\_\_\_\_\_

Size:\_\_\_\_\_

Color:\_\_\_\_\_

Location:\_\_\_\_\_

Complete Description:\_\_\_\_\_

\_\_\_\_\_

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We will also need some additional information:

- Exterior elevation drawings: Front, Side and Rear.
- Floor Plan
- Site Plan showing addition with measurements
- A brochure or picture showing type/style

Please refer to your Homeowners Association Covenants Exhibit A for further details and guidelines.

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.

All applications must be forwarded to the Association Manager. The Architectural Review Committee has forty-five (45) days from the date of receipt to review the application and proposed improvements. You will receive written notification of approval, denial or a request for additional information.

I understand that I MUST wait for receipt of your written approval of this application before beginning the forgoing alteration and the 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 ALL LOCAL, STATE or FEDERAL ordinances.

\_\_\_\_\_  
Homeowners Signature

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**ARCHITECTURAL REVIEW COMMITTEE DECISION**

Name of Owner(s): \_\_\_\_\_

Unit Address: \_\_\_\_\_ Lot #: \_\_\_\_\_

Project: \_\_\_\_\_

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

\_\_\_\_\_ Denied for the following reason(s):

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

\_\_\_\_\_  
Board of Directors

\_\_\_\_\_  
Date