



c/o The Select Group, Inc., 2224 Virginia Beach Blvd., Suite 201, Virginia Beach, Virginia 23454
Office: (757) 486-6000 Fax: (757) 486-6988 email: select@theselectgroup.us
Or visit us at 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: _____

Application to the Architectural Review Committee
Page 2

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: _____

Application to the Architectural Review Committee
Page 3

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: _____

Application to the Architectural Review Committee
Page 4

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

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