

**SOMMERTON CONDOMINIUM ASSOCIATION, INC.**  
**ARCHITECTURAL REVIEW APPLICATION**

**(REVISED 11/2020)**



The Declaration of Covenants and Restrictions require that a property owner obtain written approval from the Architectural Review Committee (ARC) and the Board of Directors (BOD) for any exterior alterations, additions or improvements prior to installation. To comply with this requirement, complete this application and attach the following applicable documents.

- Detailed plans and specifications, including type of material, dimensions, and color(s) to be used
- Survey, Site Plan, or Plot Plan showing location of addition or alteration in relation to existing structures
- Illustration of any new or replacement components, such as windows, doors, awnings, lighting, etc.
- Description of plantings/trees to be removed or added
- Copy of Building and Zoning Permits
- Photographs/Drawings

Owner(s): \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_  
Home \_\_\_\_\_ Cell \_\_\_\_\_ Work \_\_\_\_\_

In accordance with the Declaration of Covenants and Restrictions, I am/we are requesting approval for the following alteration, addition, or improvement and have enclosed the required documents listed above, as applicable.

Description of Project: \_\_\_\_\_

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

Signature of Owner(s) \_\_\_\_\_

Date Submitted: \_\_\_\_\_ Estimated Start Date: \_\_\_\_\_

**NEEDED FROM CONTRACTORS:**

Copy of Certificate of Insurance, including Workmen's Compensation coverage, must be attached to this application.

**ACKNOWLEDGMENT OF ADJACENT HOMEOWNER(S):**

This acknowledgment indicates an awareness of the intent and does not constitute approval or disapproval.

Name _____	Name _____
Address _____	Address _____
Signature _____	Signature _____

**Submit this completed form and the required documentation to both parties below:**

**THE SELECT GROUP**

Attn: Jen Lusk, Sommerton Property Manager  
2224 Va. Beach Blvd. Suite 201  
Virginia Beach, VA 23454  
Phone: 757-486-6000 Fax: 757-486-6988  
Email: jlusk@theselectgroup.us

Anne Gunnell, Chairman, ARC Committee  
1009 Turning Leaf Lane  
Chesapeake, VA 23320  
Phone: 757-737-3840  
Email: obxhigh@gmail.com

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**Please note:** Approval of any exterior alterations by the ARC and/or BOD does not exclude your compliance with any other Federal, State or Local regulatory agencies, nor does it relieve you of financial liability for any and all damage caused by the requested modification, at the time of installation or subsequent thereto.

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**ARCHITECTURAL REVIEW COMMITTEE RECOMMENDATION:**

APPROVED/DENIED: \_\_\_\_\_. DATE: \_\_\_\_\_

CONDITIONS/REASON FOR DENIAL: \_\_\_\_\_

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**BOD APPROVAL OF ARC RECOMMENDATION**

SIGNATURE: \_\_\_\_\_. DATE: \_\_\_\_\_