

The Tern HOA Architectural Review Board (ARB) Request Application

Name of Applicant/Homeowner: _____

Preferred Phone # _____

Property Address _____

Email(s) _____

Modifications/Construction to be completed by:

Licensed Professional _____ Homeowner _____

Desired Start Date: _____ Estimate time to complete: _____

Directions:

To be considered by the Architectural Review Board, your application must include the following:

Sketches, photographs, catalog illustrations

Dimension and materials for the proposed _____

Permits needed: Yes _____ **No** _____

Will digging/utilities be needed: Yes _____ **No** _____

Colors of proposed improvement _____

(attach a manufacturer's sample if requesting a different color than the existing dwelling on Lot.)

Required Signatures for exterior construction (i.e., additions, decks, etc.)

End units require one side neighbor's signature, middle units require both side neighbor's/homeowner signatures]

Signature Adjacent Homeowner 1 _____

Signature Adjacent Homeowner 2 _____

An application submitted without all required submissions will be considered incomplete. In such cases, the ARB's thirty (30) day review period will not commence until all required submissions have been provided.

Other exhibits may be requested to permit adequate evaluation of the proposed change. If you have any questions regarding the required submissions or application progress, you are advised to seek guidance from the Association's Community Manager prior to submission of an application.

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Description of Proposed Change: Please print or type (include colors, style, location, size, materials to be used, etc.) Attach additional sheets, as necessary.

To The Applicant:

1. You understand and accept that compliance with the Guidelines, Protective Covenants and approval by the Tern Architectural Review Board (ARB) does not necessarily constitute compliance with the provisions or building and zoning codes and laws of the City of Norfolk (the building ordinance of Norfolk requires that you file plans with the building inspector at his office for construction requiring a building permit). Further, nothing herein contained shall be construed as a waiver or modification of any said restriction and/or requirement.
2. You understand and agree that no exterior alteration shall commence until written approval of the ARB has been returned to the applicant/homeowner. If unapproved alterations are made prior to receipt of the approved ARB Application, or in addition to those outlined in the application description, the homeowner may be required to return the property to its former condition at the sole expense of the homeowner. The homeowner may also be required to pay all legal expenses incurred.
3. **In the event request requires building permits:** inspection report from City of Norfolk must be submitted to The Select Group within 30 days of project completion.
4. You understand that the members of the ARB are permitted to enter upon the homeowner's property at any reasonable, pre-arranged time for the purpose of inspecting the proposed project site(s), while the project is in progress, and upon completion of the project, as necessary. Such entry does not constitute trespass.
5. You understand that any approval is contingent upon construction or alterations being completed in a workmanlike manner.
6. You understand that the alterations authority granted by this application may/will be revoked automatically if the alterations requested has not commenced within one year of the approval date of this application and completed by the date specified by the ARB.
7. If you disagree with this decision, an appeal procedure is provided by the ARB. A verbal request for an appeal must be made within forty-eight (48) hours of receipt of the ARB's decision, followed by submitting a written request within five (5) business days. If you have any questions or concerns about this application, contact the ARB via Numerate/Property Management Company.
8. OWNER SIGNATURE(S): _____ DATE: _____