

# **COLEMAN FARMS TOWNHOMES, A CONDOMINIUM ASSOCIATION, INC.**

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## **APPLICATION FOR ARCHITECTURAL PROJECT REVIEW**

Please submit to: Coleman Farms Townhomes; 2224 Virginia Beach Boulevard; Va. Beach, VA 23454 or fax to 757-486-6988 or email to [cdoneff@theseselectgroup.us](mailto:cdoneff@theseselectgroup.us)

Reference Number: \_\_\_\_\_

Date Received: \_\_\_\_\_

**IMPORTANT: DO NOT BEGIN ANY WORK UNTIL APPLICATION HAS BEEN APPROVED**

NAME: \_\_\_\_\_ DATE: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

PHONES: Home \_\_\_\_\_ Work \_\_\_\_\_ Cell \_\_\_\_\_

E-MAIL: \_\_\_\_\_

In accordance with the Declarations of Covenants and Restrictions, I / We are requesting approval for the following described alteration / change / addition, and have enclosed the documents designated below:

**DESCRIPTION OF PROJECT:**

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I / WE ARE PROVIDEING THE FOLLOWING PROJECT DETAILS:

- Plans and Specifications including types of Materials to be used.
- Survey, Site Plan or Plot Plan showing location of addition or alteration on lot in relation to existing structures.
- Illustration of any new or replacement components such as windows, doors, lighting, gutters etc.
- Description of plantings / trees to be removed or added.
- Copy of City Building and Zoning Permits.
- Photographs / Drawings.
- Other (as needed).

**Acknowledgement:** I/we understand that I/we must wait for written approval before beginning the subject alteration and that approval by the Architectural Committee does not release our obligation to ensure that the alteration is in compliance with all applicable regulations for the city.

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Signature

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Signature

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Printed Name

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Printed Name

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**ACKNOWLEDGEMENT:** Please obtain four signatures of adjacent and/or visually affected neighbors wherever possible. Acknowledgement indicates awareness of intent, not necessarily approval or disapproval.

NAME: \_\_\_\_\_

NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

NAME: \_\_\_\_\_

NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

## **ARCHITECTURAL AND RULES ENFORCEMENT COMMITTEE RECOMMENDATION**

**The request as described is APPROVED (with the following conditions if any):**

COMMENTS:

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Signature of ARC Chair

Date

**The request as described is DENIED for the following reasons:**

COMMENTS:

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Signature of ARC Chair

Date