

WILLOW POND at BREATHWAITE PLACE

Condominium Association

ARCHITECTURAL REVIEW APPLICATION

The Declaration of Rights, Restrictions, Affirmative Obligations, and Conditions require that a property owner obtain written approval from the Architectural Review Committee (ARC) for any exterior alterations or additions within Willow Pond as stated in the Declaration.

To comply with the Declaration of Rights, Restrictions, Affirmative Obligations, and Conditions, please complete this form and attach:

- Detailed drawings, blueprint, & site plans of the proposed alteration or addition. The drawing should specify dimensions, materials to be used, and colors. This application and the drawings, blueprints, or plans will be retained for the committee records.
- Detailed description of proposed alteration or addition.
- Contract or Estimate from Licensed and Insured Contractor completing the work (proof of insurance may be required)
- Copies of any permits – if required by city or state.

Non-returnable paint samples are required for all exterior colors to be used or stain for decks and fences. For any building or storage shed, exterior walls, trim and roof shingles colors will be required to match as close as possible to the exterior color of the existing structure, and samples will also be retained for the committee records.

The ARC has thirty (30) days from receipt of this form to reply to your request. Please be sure to include all information and a phone number so that you may be contacted should additional information be required.

Upon approval of your request, the homeowner agrees to complete the alterations or additions within one (1) year from the date of approval. The homeowner agrees to comply with all applicable County, State, and City building codes and laws, and to obtain all necessary building permits and approvals and inspections required.

Names of Homeowner(s): _____

Address: _____

Phone: _____ Email Address (if any): _____

Detailed description of Alteration or Addition (attach separate sheet if needed):

Project Start Date: _____

Signature of Homeowner

Dated Submitted

YOU MUST ATTACH ALL INFORMATION THAT IS REQUIRED BY THE ARC AND/OR THE ARC GUIDELINES. THIS INCLUDES, BUT IS NOT LIMITED TO ARCHITECTURAL PLANS, DRAWINGS, COLOR SAMPLES, ETC. APPROVAL OF ANY EXTERIOR ALTERATIONS BY THE ARB DOES NOT EXCLUDE YOUR COMPLIANCE WITH ANY OTHER FEDERAL, STATE OR LOCAL REGULATORY AGENCIES.

Return this form, plans, and samples to The Select Group at the address or fax number below or email to afleetwood@theselectgroup.us

c/o The Select Group, 2224 Virginia Beach Blvd., Suite 201, Virginia Beach, VA 23454
(757) 486-6000 fax:(757) 486-6988 email: bgarrett@theselectgroup.us website: www.theselectgroup.us

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ARCHITECTURAL REVIEW COMMITTEE USE ONLY:

APPROVED

APPROVED w/Conditions: _____

DENIED - Reason for Denial: _____

ADDITIONAL INFO NEEDED: _____

SIGNED BY: _____

TITLE: _____

DATE: _____