

ARCHITECTURAL MODIFICATION REQUEST

**ALLOW UP TO 30 DAYS FOR THE APPROVAL PROCESS.
INCOMPLETE SUBMITTALS WILL BE REJECTED
AND CAUSE DELAY IN THE APPROVAL PROCESS.**

PLEASE READ CHECKLIST CAREFULLY.

Below is a listing of items that are required to accompany the application prior to review by the Architectural Review Board (ARB).

ALL SUBMISSIONS REQUIRE ITEMS 1 - 4 BELOW.

1. **Application** -

Complete Homeowner information (name, address, telephone, email).
Homeowner's signature(s)
Approximate start and completion dates
Modification Description
Please review your Association Documents and Design Standards BEFORE submitting any application.

2. **Provide Plat** - Improvement location must be marked on plat and submitted with application.

In the case of units that are substantially identical, the requirement to show the location and dimensions (within normal construction tolerances) of the boundaries of each unit pursuant to subsection B of § 55.1-1920 of the Code of Virginia may be deemed satisfied by depiction of the location and dimensions of the vertical boundaries and horizontal boundaries, if any, of one such unit.

3. **Landscape Plans** - Show a diagram of your house and location of the landscaping improvements and submit with application. This can be accomplished by using the lot plat as a template.

4. **Material Description** – Attach a detailed, drawing, photo or picture of improvement requested. List all materials and type under “Modification Description”.

**Failure to follow these requirements and procedures may cause your request to be delayed pending submission of additional information and documentation to the Architectural Review Board. An incomplete application will affect the time limits for approval.
Send completed application, plat and plans, via mail, fax or email to:**

Property Management Associates
Courthouse Square HOA of Gloucester – ARB
4605 Pembroke Lake Circle, Suite 302
Virginia Beach, VA 23455
Fax# 757-351-0023 Phone# 757-646-6247
email: info@thinkpma.com

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Community Name: COURTHOUSE SQUARE (Gloucester, VA)

Homeowner(s) Name: _____

Address: _____ City Zip: _____

E-Mail – REQUIRED FOR QUICK PROCESSING: _____

Phone: _____ Alt. Phone: _____

Start Date: _____ Anticipated Completion Date: _____

2. My Association Fees are Current YES _____ NO _____

(Association Fees must be current in order to be approved).

3. MODIFICATION(S) BEING SUBMITTED: (Please check all that apply)

_____ Addition (description) _____

_____ Driveway, sidewalks

_____ Fence

_____ Landscaping: _____ Front Yard _____ Side Yard _____ Rear Yard

_____ Lighting/Electricity/plumbing

_____ Paint

_____ Patio: _____ Brick _____ Concrete _____ Stone

_____ In-Ground Pool

_____ Satellite Dish (preferred location is rear of yard)

_____ Shed (siding and roof materials and color to match home, reference Design Guidelines for foundation requirements and note materials and foundation type in “Modification Description”

_____ Storm Door (front door must be full glass)

_____ Swing Set

_____ Tree Planting (include #) _____ Front Yard _____ Side Yard _____ Rear Yard

_____ Tree Removal: (include #) _____ Front Yard _____ Side Yard _____ Rear Yard

_____ Other _____

4. Is a Building Permit required: _____ YES _____ NO

If yes, what are the required inspections:

Construction must meet all zoning, building codes, and laws of the County. For further information regarding zoning and permits call your County office. Further, nothing herein contained shall be construed as a waiver or modification of any such code or law.

5. Utilities: Where applicable, utility easements are to be marked before excavation is started. This service is provided free of charge by Miss Utility and is required to provide your safety when putting up

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a fence, or just landscaping. For location of underground telephone, cable TV, electric, gas, water and sewer lines, call Miss Utility at 800-552-7001 (call 72 hours before you dig).

6. Will any of the modifications inhibit the proper flow of rainwater runoff or conflict with any other natural aspect of the land? _____ YES _____ NO

7. Modification Description: You must provide a plat marking the location of improvement and distance to all property lines. Attach any other plans or drawings. Describe below improvement including materials and dimensions. Please attach a separate page if additional space is necessary.

_____ Fence Type: _____ Material _____ Height _____ Picket Spacing _____

Vertical slats _____ Post _____ Post-Intervals _____ # of Gates _____

Note: Fence and gate location must be noted on plat. Rear gates are not permitted.

Landscape additions or removals require: Name(s) of plants:

Note: Show location of new plantings or removal on attached drawing or plat.

8. Does Improvement meet all standards and requirements in Association Documents and Design Guidelines?

_____ Yes _____ No

FURTHER, I/WE DO agree and understand:

1. The above statements are true;
2. I/we assume total responsibility for the upkeep and maintenance of any modification(s) made to the lot;
3. I/we accept total responsibility and liability for any modification(s) approved and otherwise release the named HOA from claim regarding the modification(s);
4. Upon completion I/we shall inform the ARC for final inspection (send Notice of Completion Form (Appendix A-2)).
5. I agree work shall begin within 3 months and be completed within 6 months of approval date.

Please Initial: _____ NOTE: Plans that are approved are not to be considered authorization to change the drainage plan as installed by the developer. Owner may also need to acquire approval from the County for permission to encroach within County easement.

____ HOMEOWNER OF RECORD PHONE NUMBER DATE

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____ ARCHITECTURAL REVIEW COMMITTEE, DATE / CHAIRPERSON APPROVAL

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FOR OFFICE USE ONLY:

NOTES: