VILLAGES OF WESTMINSTER

HOMEOWNERS ASSOCIATION, INC.

# ARCHITECTURAL REVIEW APPLICATION FOR IMPROVEMENTS

*(Please Print All Information Clearly)*

Lot Number \_\_\_\_\_\_\_\_\_\_\_\_\_

Street Address of Property \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Owner’s Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Telephone Number: Daytime (\_\_\_\_\_)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Evening (\_\_\_\_\_)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email Address (Optional) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address for Correspondence: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 (If Different than Property Address)

Briefly Describe Improvement Request: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Attachments: (Please make sure that all required items are attached and that the form is completed fully. Incomplete applications may not be processed until the requisite information is received. The Architectural Review Committee (ARC) for Villages of Westminster has thirty (30) days **from the day of receipt of a completed application** to respond to your application.

\* A site plan / plat of the lot showing the proposed location of the lot of the improvement.

 Include dimensions from the improvement to the property lines, and any trees greater

 than 6 inches diameter should be marked with an “X” on the site plan and marked with a ribbon

 or tape on site for ARC review.

 \* A complete description of materials, specifications, color, and if possible, a brochure or

 Photo showing height details, etc.

 \* Submit completed application to: Berkeley Realty Property Management Inc., 150 Strawberry Road Suite A-1

 Williamsburg, VA 23188; or fax to (757) 229-8208.

Please remember that the Architectural Review Committee has (30) thirty days from the date of receipt by the Committee to recommend approval or disapproval of architectural applications. If all information is not provided with the initial application this may delay your request.

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 (Homeowner’s Signature) (Date)

 (Please do not write below this line)

Application: ( ) Approved.

 ( ) Approved with changes or conditions noted.

 ( ) Disapproved, More information is needed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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 ( ) Disapproved.

* Approval is good for twelve months from date of approval. If improvement is not completed with that time period, ARC approval is deemed to be voided and the application must be resubmitted to the Committee. Approval by the ARC Committee does not warrantee contractor’s performance or workmanship. Property owners are responsible for compliance with all permit requirements or building codes if applicable.

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 (Committee Signature) (Committee Signature)

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