

APPLICATION FOR ARCHITECTURAL REVIEW

Reference Number: _____

Date Received: _____

Church Point Homeowners Association, Board of Directors
C/O The Select Group, Inc., 2224 Virginia Beach Blvd., Ste 201, Virginia Beach, VA. 23454
Phone: 757-486-6000 Fax: 757-486-6988

IMPORTANT: DO NOT BEGIN ANY WORK UNTIL PLANS HAVE BEEN APPROVED

DATE: _____

NAME: _____

ADDRESS: _____

PHONES: Home _____ Work _____

E-MAIL: _____

DESCRIPTION OF PROJECT:

Contractor's Name _____ Contractor's Phone _____
Planned Start Date _____ Planned Completion Date _____

PROJECT DETAILS: Please attach additional pages with copies of site plan, survey, set backs, fences and heights, square footages, elevations from each side, colors, roof color, materials, (it is recommended that the project match the existing house), landscaping, photos, etc. The more details you provide the quicker the application can be reviewed. Please refer to attached sheet (page 2) for other information.

NEIGHBOR NOTIFICATION: In an effort to promote goodwill, the Board requires that applicants notify their adjacent and visually affected neighbors about the planned improvement/project. Please provide your neighbors signatures below, to signify their awareness of the project. If neighbors have questions or concerns about the project, they may be addressed to Select Group at the address/phone listed above.

NAME: _____ NAME: _____

Address: _____ Address: _____

NAME: _____ NAME: _____

Address: _____ Address: _____

CHURCH POINT BOARD OF DIRECTORS DISPOSITION

APPROVED: _____

DISAPPROVED: _____

COMMENTS:

President, Board of Directors

Date _____

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Please retain this page for your reference.

1. If any changes occur from the submitted specifications, please resubmit your request for review detailing these changes.
2. If the time schedule changes as shown on page one, please advise and provide revised dates.
3. Plans must conform to the restrictions and covenants of Church Point as recorded in the Circuit Court of the City of Virginia Beach, Virginia.
4. Approval of the plans you submit, shall not constitute approval of the plans on any other lot within Church Point.
5. The approval of the Board is not a substitute for the required city or state permits and approvals that may be necessary and that must be obtained by the homeowner. If your plans are in violation or contradiction of any city or state code, the city or state code shall apply and the Board of Directors shall not be help responsible.
6. The Church Point bylaws require noise reduction beginning at 6:00 P. M. on Saturdays and continue until 8:00 A. M. on Monday, and on legally recognized holidays. Construction activities shall not be disturbing to the neighbors.
7. The construction site, adjacent areas, walkways and streets, must be kept orderly, safe, and free of debris and hazards at all times.
8. The use of a container or secure containment area to hold debris is necessary.
9. Mud and dirt that is driven from the site onto the streets and walkways shall be removed immediately.
10. No common areas may be used for any construction activity.
11. Construction personnel must park on only one side of the street.
12. Leaving any dumpster, construction equipment, vehicles, or materials on the city street over night is prohibited.
13. The homeowner is solely responsible and liable for damages occurring to others due to persons and equipment used in their construction project.
14. The homeowner is solely responsible that all persons involved in their project adhere to the recorded rules of Church Point.
15. On many projects, the homeowner/contractor shall provide rest room facilities. Any such portable facilities should be placed as discretely as possible on the property and must be properly maintained.