

# VANCE LEVEL HOMEOWNERS ASSOCIATION ARCHITECTURAL REQUEST APPLICATION FOR EXTERIOR ALTERATION

(To be completely filled out and signed by Owner/Contractor requesting a change in structure or appearance of a home).

I/We \_\_\_\_\_, hereby requests approval by the Architectural Review Committee on (Date: \_\_\_\_\_) for the modification shown below to Lot \_\_\_\_\_, located at:  
(Street address) \_\_\_\_\_  
(Phone) \_\_\_\_\_

Estimated Start Date \_\_\_\_\_ Estimated Completion Date \_\_\_\_\_

Please describe your request and attach any photos, drawings or specifications that will help explain the request (this will help the Architectural Review Committee in the decision process and may reduce any delays in decisions): **A \$10.00 review fee shall be included with any request, made payable to Vance Level HOA. In the event that any plans and specifications and requests for approval submitted after commencement of construction shall include an additional check in the amount of \$100.00 as described in our Declaration of Restrictive Covenants section 6.01 i. This \$100.00 is a penalty and if final approval is not given by the ARC then said structures will have to be removed at the owners expense.**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Under each of the most common headings below, all the items listed must be submitted. Please refer to the Covenants for other necessary information required for modifications such as detached structures, outdoor play equipment, and pools.**

\_\_\_\_\_ **Driveway or Walkway**

- \_\_\_\_\_ Site Plan (survey) denoting location on lot
- \_\_\_\_\_ Material
- \_\_\_\_\_ Dimensions/Size

\_\_\_\_\_ **Deck**

- \_\_\_\_\_ Site Plan (survey) denoting location on lot
- \_\_\_\_\_ Picture or drawing(deck must match any existing deck.)
- \_\_\_\_\_ Dimensions
- \_\_\_\_\_ Material

**Pool (Inground Only)**

- \_\_\_\_\_ Site Plan (survey) denoting location on lot
- \_\_\_\_\_ Picture of drawing of pool type
- \_\_\_\_\_ Dimensions
- \_\_\_\_\_ Pool Contractor and Contractor's business license

**Outdoor Building**

- \_\_\_\_\_ Picture or drawing of the building
- \_\_\_\_\_ Site Plan (survey) denoting location on lot
- \_\_\_\_\_ Dimensions (No larger than 150 sq. ft.)
- \_\_\_\_\_ Materials/Color (Must be exact material and color of house)
- \_\_\_\_\_ Contractor's Name and Contractor's business license

**Detached Garages**

- \_\_\_\_\_ Picture or drawing of the building
- \_\_\_\_\_ Site Plan (survey) denoting location on lot
- \_\_\_\_\_ Dimensions (No larger than 16 ft X 21 ft.)
- \_\_\_\_\_ Materials/Color (Must be exact material and color of house)
- \_\_\_\_\_ Contractor's Name and Contractor's business license

**Fence and Screening**

- \_\_\_\_\_ Site Plan (survey) denoting location on lot
- \_\_\_\_\_ Materials (must be made of black aluminum alloy)
- \_\_\_\_\_ Height of Fence
- \_\_\_\_\_ Contractor's Name and Contractor's business license

**Playhouses**

- \_\_\_\_\_ Site Plan (survey) denoting location on lot
- \_\_\_\_\_ Location (must have minimum visual impact on adjacent properties and/or may also require additional shrub screening)
- \_\_\_\_\_ Size and sketch

**Patio, Gazebo, Pergola, Awning, Mailbox**

- \_\_\_\_\_ Site Plan (survey) denoting location on lot
- \_\_\_\_\_ List of materials to be used
- \_\_\_\_\_ Size of Structure
- \_\_\_\_\_ Picture (if applicable)

\_\_\_\_\_ Other

**Description of work to be completed.  
Materials and Colors if applicable.**

\_\_\_\_\_ **Gutters**

\_\_\_\_\_

\_\_\_\_\_

**NOTE: IF ARCHITECTURAL REQUESTS ARE APPROVED BY THE ARCHITECTURAL REVIEW COMMITTEE THEN BUILDING PERMITS WILL BE REQUIRED TO BE SUBMITTED BEFORE COMMENCING ANY ALTERATIONS TO THE ABOVE PROPERTY FOR ALL FENCES, OUTDOOR BUILDING, DETACHED GARAGES, DRIVEWAYS, AND DECKS.**

I/we agree to be responsible for the failure by my contractor to abide by the rules of the association and to all codes and regulations. Contractor is also required to clean up all debris on common areas and remove trash from Association property daily during and upon completion. I/we will be responsible for all costs for the clean up and repair of damages to the common areas and our lot. If for any reason the work is discontinued and there is not any substantial progress the right, but not the obligation, after ten days notice to take such steps as may be required to correct an undesirable appearance, specifically including the right to demolish a partially completed structure and remove the debris from the Lot. Further the Association shall have the right, but not the obligation, to complete said modification/project in accordance with plans and specifications previously approved by the ARC allowing for such deviations from the plans as the Association, in its sole discretion of the association and may include, but not be limited to purely aesthetic grounds. The owner of the lot shall be liable for all costs incurred in such action and the total costs thereof will be a lien on the Lot, which lien may be foreclosed in the same manner as is provided for the enforcement of association assessment liens.

**I understand that I MUST wait for receipt of the ARC's written approval of this application before beginning the foregoing alteration and that approval of such alteration by the Architectural Review Committee does not release us of our obligations to ensure that such alteration is in compliance with all local, state or federal ordinances.**

*The Architectural Review Committee will have up to 45 days to render a decision from the date of this request*

**Signature of person(s) making request:**

\_\_\_\_\_

**Please submit form to:  
United Property Associates  
Attn: Donna Karolczak  
525 South Independence Blvd.  
Suite 200 Virginia Beach, VA 23452  
Telephone: (757) 497-5752  
\$10.00 review fee required, made payable to Vance Level HOA.**

***APPLICATION FOR EXTERIOR ALTERATION***

**(ARCHITECTURAL REVIEW COMMITTEE ACTION)**

Date Initial Request Received: \_\_\_\_\_

- \_\_\_\_\_ Approved as is
- \_\_\_\_\_ Approved with the attached stipulations
- \_\_\_\_\_ Denied

**By: Architectural Review Committee:**

_____	_____	_____
Name/Title	Signature	Date

**By: Board Member:**

_____	_____	_____
Name/Title	Signature	Date