

CARRIAGE MILL HOMEOWNERS ASSOCIATION
ARCHITECTURAL REQUEST FORM

| |
|---|
| Official use only |
| <input type="checkbox"/> Approved <input type="checkbox"/> Not Approved |
| Date Received _____ |

DO NOT WRITE ABOVE THIS LINE

Street address of property _____

Print Name _____

Signature _____

Anticipated Start Date _____ Anticipated Completion Date _____
Above persons interest in property

Check one: Owner Agent/Manager (if agent/manager include
copy of management agreement

Brief description of request:

In general, 1) Any alteration, modification or variance to the exterior of the properties in the Carriage Mill Subdivision are subject to the approval of the Board of Directors of the Association or such body as they may appoint to oversee Architectural matters (The Architectural Control Committee herein referred to as ACC). 2) All exterior alterations, modifications or changes to an existing building or any new detached structure must first have the written approval of the ACC before any work is undertaken. 3) Approval of a project does not waive the necessity of obtaining required building permits from the City of Virginia Beach, Virginia. Likewise, the obtaining of a required building permit from the City does not waive the requirement to obtain ACC approval prior to construction. 4) The Association is empowered by law to enforce its own architectural guidelines (see Architectural Policies, guidelines).

Requests may be informal but must contain the following requirements:

1. There must be a complete, written description including the purpose of the modification or structure.
2. If a detached structure or major alteration is desired owner must include a copy of the physical survey of the lot which was received at property closing. The copy shall be marked up to show the final proposed location and dimensions of the proposed modification.
3. Any requests for exterior modification to the primary residence, any freestanding structures and/or other changes to the property must include Plans and Specifications.
4. Details pertinent to size, shape color and materials to be used must be included. If available a photo and descriptions (contained in advertisements or catalogs) are helpful if included.

Lack of proper information will prompt the ACC to return the request for additional data in order to reach a sound decision. Allow thirty (30) days for the ACC to reply.

Please submit this form and necessary documentation to: CARRIAGE MILL HOMEOWNERS ASSOCIATION
ATTN: ACC
PO Box 65055
Virginia Beach, VA 23467