

**Berkeley Realty Property Management**  
**ATTN: Powhatan Secondary Architectural Review Committee (ARC)**  
150 Strawberry Plains Road Suite A-1  
Williamsburg, VA 23188  
Tel: (757) 229-6810  
Email: dclarcq@berkeley-realty.com

**PROJECT APPLICATION FOR ARC APPROVAL**

It is the responsibility of each Powhatan Secondary Homeowner to request and obtain ARC approval for any exterior additions or modifications prior to commencement of such alterations.

Projects requiring approval include major landscaping and/or hardscaping, especially any action that would modify existing drainage patterns, tree or vegetation removal, and modifications to include such items as a new or modified deck or sun room; any fencing; exterior painting (if it will change any existing color); modification of a driveway; installation of standby generators, erection/placement of dog houses/pens; and construction of storage buildings. Please refer to the Powhatan Secondary Architectural Guidelines dated January 31, 2018, and the Attachments to PCSA Architectural Guidelines Updated March 5, 2018 for complete details.

All applications must be submitted a minimum of 30 days in advance of the project start date to provide time for proper ARC review and approval. Projects may not be started until approval is granted. Upon homeowner request, the ARC will visit the proposed project site to discuss the scope and approval process prior to the application being submitted.

**Property Owner Information:**

Name:	
Address:	
Contact Phone Number:	
Email Address:	

**Project Details:**

**Brief Summary of Project:**

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Please attach the following items to the application. Incomplete applications will be returned for update before consideration:

1. On a *scaled* plot plan of your property [preferably a copy of the survey that you received at closing], show the location of the proposed action relative to your house and other existing construction.

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2. On a *separate* paper(s), describe in detail the project for which you are seeking approval [e.g., for a fence, show an elevation or a picture of the specific type fence you desire, including height. For a deck, sunroom, or similar new/modified construction ***also provide an elevation view*** so that ARC members may better visualize what the project will look like]. You may use contractor design drawings. Photographs are also helpful to the ARC.
3. For any projects that might impact a neighbor (sides or rear) visually or functionally, please include a short statement of acceptability with the neighbor's signature.
4. If you plan to use a contractor, please include the following information:

Name:	
Address:	
Phone Number:	

### **Property Owner Acknowledgement:**

I have read this application, and the ARC Handbook which are incorporated herein by this reference, and I understand and agree to the terms and conditions of the Association's review of my application, plans, and specifications, as stated therein. I further agree that if this application is approved, the improvement shall be completed in compliance with the approved plans and specifications, and all work must be completed within ninety (90) days of the approval date of this application. ***I acknowledge that no construction is permitted until written approval is received from the ARC and I will notify the Association Manager upon completion.***

NOTE: Treehouses, playsets, and any elevated improvement can be a hazard and cause/be the cause of injury. While the ARC may approve construction of such structures, PCSA does not endorse construction methods or safety of such improvements and will not be liable for any property damage or injury that could be construed to have been caused by this improvement.

I submit this Application and attached plans for review by the ARC. I understand that building permits for these improvements may be required and the cost of any permits and the responsibility for obtaining said permits and subsequent County inspections will be the responsibility of the undersigned. I acknowledge that architectural approval is not intended to be, nor shall it be considered, a substitute for approval by the necessary and appropriate County agencies.

Signature of Applicant:	
Submission Date:	

**This Section for PCSA Use Only**

Date received by <i>Berkeley Realty Prop Mgmt</i> :	
Plans submitted (Yes or No):	
Plat received (Yes or No):	
Neighbor concurrence received (Yes, No, Partial)	
Is further information needed (Yes or No):	
Date further information requested:	
Date further information received:	

**Architectural Review Committee (ARC) Decision:**

Approved (Yes, No, or Conditional)	
Minutes Attached: Yes or No:	
Reason(s) for disapproval or condition (s) of approval:	