

TOWNE SQUARE CONDOMINIUM ASSOCIATION, INC.
MAINTENANCE REQUEST / ARCHITECTURAL MODIFICATION REQUEST

Article VI, Section 6.2 of the Towne Square Declaration state in part: "Before Commencing the construction, erection, or installation of any....improvement, each Owner shall submit to the Architectural Review Board a completed application for approval by the ARB".

Please check appropriate village Park Place Carriage Homes Battery Park

Before commencing the construction, erection, or installation of any....improvement, each Owner shall check their local village documentation for any addition restriction that may be imposed be their village.

To comply with these requirements, please complete this application and attach the following documents:

- Detailed plans and specifications, including type of material, dimensions, & colors to be used
- If using a contractor, provide a copy of the proposal which specifies the project and materials
- Description of plantings/trees to be removed or added including a detailed landscape plan
- Illustration/description of any new or replacement components such as windows, doors, porch railings, lighting fixtures, gutters, door hardware, etc.
- Photographs/Drawings, Survey, Site Plan, or Plot Plan showing location of addition or alteration in relation to existing structures
- Exterior Painting requests require submission of a paint color swatch.
- All modifications must comply with Towne Square Architectural Guidelines

Owner(s): _____

Address: _____

Phone:(Required) _____ E-mail Address: _____

Please provide a brief project description. In addition, attach all required supporting documents as stated above.

Signature of Homeowners _____ Dated Submitted: _____

Estimated Start Date After Approval: _____

Submit form and all documentation to your Village Property Management Company.

PLEASE NOTE THE FOLLOWING: APPROVAL OF ANY EXTERIOR ALTERATIONS BY THE BOARD OF DIRECTORS DOES NOT EXEMPT YOUR COMPLIANCE WITH ANY & ALL OTHER FEDERAL, STATE OR LOCAL REGULATORY AGENCIES.

BOARD OF DIRECTORS USE ONLY:

APPROVED: APPROVED WITH CONDITIONS: DENIED: DATE: _____

Conditions or Reason for Denial: _____

Signed: _____, Title _____

Does work constitute a modification requiring TS ARB Approval? (Y/N) _____

If Yes forward to: **PROPERTY MANAGEMENT ASSOCIATES**
4605 Pembroke Lake Circle, Suite 302
Virginia Beach, VA 23455 Fax: 757-282-7625 Email: info@thinkpma.com

Date Forwarded: _____ **Note: If Towne Square ARB approval is required, work shall not begin prior to receiving approval.**

TOWNE SQUARE ARB USE ONLY:

APPROVED: APPROVED WITH CONDITIONS: DENIED: DATE: _____

Conditions or Reason for Denial: _____

Signed: _____, Title _____

Application Procedure

Before commencing the construction erection or installation of any building, addition, patio, deck, fence, wall, animal pen or shelter exterior lighting, sign, mailbox or mailbox support, improvement or any other structure (each of the foregoing being hereinafter referred to as an "improvement") on any Lot or Parcel, including any site work in preparation therefore, and before commencing any alteration, enlargement, demolition or removal of an Improvement or any portion thereof in a manner which alters the exterior appearance (including but not limited to paint color and roof material and color) of the Improvement or of the Lot or Parcel on which it is situated, each Owner, except the Owner of the Apartment Parcel, shall submit to the ARB a completed application on the form provided by the ARB (the 'Application), a proposed Construction schedule and at least three(3) sets of plans and specifications of the proposed construction, erection, installation, alteration enlargement, demolition or removal, which plans and specifications shall include unless waived by the ARB:

a) **Site Plan.** A Site Plan(s) shall be provided that shows the size, location and configuration of all improves, including driveways and landscaped areas, all setback lines, buffer areas, silt control fence, trash storage facility (which, at a minimum, should consist: of a 6'x6' wire cage and/or trash barrel) and other features required under the Zoning Ordinance or the guidelines adopted by the ARB. The Site Plan(s) shall include the existing trees to be protected, a statement addressing the plans for cleanup of debris and daily cleanup of site, and such other information as the ARB in its -discretion shall require (collectively, the "Plans"). No materials, portable toilets, trash containers, etc. may be stored or located in the public right of way, on any Lots, or property not owner by the Owner.

b) **Landscaping Plan.** Owners must include a Landscaping Plan or request approval to alter any approved Landscaping Plan. No-application is required for alterations to existing landscaping for which a Landscaping Plan has been previously approved if the landscaping alterations are within a fenced yard and are not visible fro Common Area(s), Neighborhood Common Area(s) or Limited Common Area(s). As to Improvements initially constructed on a Lot or Parcel, the Landscaping Plan shall show the trees to be removed and to be retained and shrubs, plants and ground cover to be installed.

c) **Architectural Plan.** Architectural Plans of the Improvements showing exterior elevations, construction materials, exterior colors, and driveway materials shall be submitted.

d) **Sediment and Erosion Control Plan.** A Sediment and Erosion Control Plan showing location of all silt control fencing, construction entrance, and other erosion and sediment control element(s). Any application that includes any land disturbance must include a copy of the applicant's City of Virginia Beach Land Disturbance Permit and certification that the applicant will maintain the erosion and sediment control devises until a full stand of grass has been established.

e) With respect to paragraph (c) above the Owner shall submit a material sample board attaching samples of all exterior building materials, colors and finishes.

f) **Applications for modifications or construction** involving activities that require permits from the US Army Corps of Engineers, the City of Virginia Beach, or similar Federal, State and/or Local Agencies. Boards, or other regulatory bodies, shall not be deemed complete and shall not be reviewed or considered by the ARB until all required permits have been obtained by the Owner from the respective Federal!, State and/or Local Agencies, Boards, or other regulatory bodies.

g) All Structures or structure modifications shall be constructed and/or supervised by Class "A" Virginia licensed contractor, professional engineer or registered architect.