

## TIMBERLAKE COMMUNITY ASSOCIATION ARCHITECTURAL REVIEW COMMITTEE APPLICATION

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To: Architectural Review Committee  
Timberlake Community Association  
c/o Harrison & Lear Community Management  
2310 Tower Place, Suite 105  
Hampton, VA. 23666

Fax Number: 757-838-2574  
Phone : 757-793-3700  
Email: [Associations@simplehoaliving.com](mailto:Associations@simplehoaliving.com)

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NAME OF APPLICANT \_\_\_\_\_

PROPERTY ADDRESS \_\_\_\_\_

MAILING ADDRESS \_\_\_\_\_

(H) PHONE \_\_\_\_\_

(W) PHONE \_\_\_\_\_

EMAIL ADDRESS \_\_\_\_\_

CHANGES TO BE COMPLETED BY (CHECK ONE): LICENSED PROFESSIONAL ☐ HOMEOWNER ☐

ARE PERMITS REQUIRED FROM THE CITY OF VIRGINIA BEACH? (CHECK ONE): ☐ YES ☐ NO

ESTIMATED START DATE \_\_\_\_\_

ESTIMATED TIME TO COMPLETE \_\_\_\_\_

### **DIRECTIONS:**

In order to be considered by the Architectural Review Committee, your application must include the following:

- ☐ Plat Plan (survey) of your lot, with location of proposed modification marked
- ☐ Sketches, photographs, catalog illustrations
- ☐ Dimensions and materials for the proposed
- ☐ Colors of proposed improvement

An application submitted without all required submissions will be considered incomplete. In such cases, the Architectural Review Committee's forty-five (45) day review period will not commence until all required submissions have been provided. Other exhibits may be requested to permit adequate evaluation of the proposed change. If you have any questions regarding the required submissions or the application process, you are advised to seek guidance from Timberlake Community Association Manager or Board of Directors prior to the submission of an application.

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### **DESCRIPTION OF PROPOSED CHANGE:**

Please print or type (include colors, style, location, size, materials to be used, etc. Attach additional sheets as necessary).

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### **TO THE APPLICANT:**

1. You understand and accept that compliance with the Guidelines, Covenants and approval by the Timberlake Community Association Architectural Review Board do not necessarily constitute compliance with the provisions or building and zoning codes and laws of the City of Virginia Beach. Further, nothing herein contained shall be construed as a waiver or modification of any said restriction and/or requirement.
2. You understand and agree that no exterior alteration shall commence until written approval of the Architectural Review Committee (ARC) has been returned to the applicant/homeowner. If unapproved alterations are made prior to receipt of the approved ARC application, or in addition to those outlined in the application description, the homeowner may be required to return the property to its former condition at the sole expense of the homeowner. The homeowner may also be required to pay all legal expenses incurred.
3. You understand that the members of the ARC are permitted to enter upon the homeowner's property at any reasonable, pre-arraigned time for the purpose of inspecting the proposed project site(s), while the project is in progress, and upon completion of the project, as necessary. Such entry does not constitute trespass.
4. You understand that any approval is contingent upon construction or alterations being completed in a workmanlike manner.
5. You understand that the alteration authority granted by this application shall be revoked automatically if the alteration requested has not commenced within one hundred eighty (180) days of the approval date of this application and completed by the date specified by the ARC.
6. If you disagree with this decision, an appeal procedure is provided by the ARC. A verbal request for an appeal must be made within forty-eight (48) hours of receipt of the ARC's decision, followed by submitting a written request within five (5) business days. If you have any questions or concerns about this application, contact Harrison & Lear.

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### ADDITIONAL INSTRUCTIONS FOR THE APPLICANT:

1. Please consult and/or review the ARC Guidelines for specific details required for each proposed change.
2. Provide all required details on attached sheets (copy of plat, sketches, scale drawings, photos, catalog illustrations, architectural plans, sales pamphlets, etc.). Indicate on a plat the location of your proposed structure or change, if applicable.
3. For changes in paint color, attach a manufacturer's sample, indicating the manufacturer's name, and proposed vendor's name.
4. Indicate a desired start date and an estimated completion date, based on the date of the ARC's approval.

OWNER SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

OWNER SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

**OWNER TO ENSURE ALL LOCAL ORDINANCES ARE COMPLIED WITH. CALL THE CITY OF VIRGINIA BEACH FOR MORE INFORMATION TO DETERMINE WHETHER A BUILDING PERMIT IS REQUIRED.**

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### FOR COMMITTEE USE ONLY.

DATE \_\_\_\_/\_\_\_\_/\_\_\_\_

APPROVED: ☐      DISAPPROVED: ☐

### ANY STIPULATIONS OR INSTRUCTION TO OWNER FROM COMMITTEE:

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PRINT NAME: \_\_\_\_\_ SIGNATURE: \_\_\_\_\_

PRINT NAME: \_\_\_\_\_ SIGNATURE: \_\_\_\_\_

PRINT NAME: \_\_\_\_\_ SIGNATURE: \_\_\_\_\_

PRINT NAME: \_\_\_\_\_ SIGNATURE: \_\_\_\_\_