

**OLDE POINT PHASE 2 ARCHITECTURAL REQUEST FORM**

Association covenants require that before making any changes to your lot, a request for architectural review must be submitted to the Board of Directors or its appointed Architectural Review Committee.

This form must be submitted by the person making a request for a proposed change to his/her lot. He/she is responsible for providing all information necessary to render a decision on their particular request. Any and all incomplete forms and/or requests with insufficient information will be automatically denied. Any and all changes must be made in accordance with the plans and specifications submitted and approved and may not deviate from said changes without prior approval by the Board of Directors and/or the Architectural Review Committee.

The sanctioned time limit for request consideration shall not begin until all information necessary for the review of the architectural request has been submitted. This request shall be deemed active for a period of thirty (30) days when the completed form and all necessary and relevant information is received in the business office of Olde Point Villas Phase 2.

**\*\*\*Please complete the form below and attach any/all plans and specifications showing the nature, kind, shape, height, materials and location of same.**

**To: Olde Point Phase 2 Association Board of Directors/Architectural Committee**

**Date:** \_\_\_\_\_ **Email Address** \_\_\_\_\_

**Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Telephone: Home** \_\_\_\_\_ **Work** \_\_\_\_\_

**Desired Start Date:** \_\_\_\_\_ **Anticipated Completion Date:** \_\_\_\_\_

**Detailed Description of changes – Attach illustrations, plans, materials, colors, permits, etc**  
 Additional documentation such as blueprints may be required. Approval means your proposed change fit the aesthetics of the community. It does not mean the Committee certifies structural integrity. You will need government permits and inspections for certain changes to your home, deck to porch conversions being one such change.

**Application Summary - Attach additional pages if needed** \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

I certify that I have read the above Architectural Request form, the Declaration of Covenants, Conditions and Restrictions for my association, as well as the Rules, Regulations and Restrictions pursuant to said Declaration regarding changes to my lot and hereby agree that I will abide by same, including abiding by the impervious surface restrictions for said lot.

**Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

Date Emailed to Board/ARC Committee \_\_\_\_\_ Date 30 days expire \_\_\_\_\_

Approved \_\_\_\_\_ / Disapproved \_\_\_\_\_

Reason: \_\_\_\_\_