

WINTER PARK OWNERS' ASSOCIATION

ARCHITECTURAL REVIEW APPLICATION FOR IMPROVEMENTS

(Please Print All Information Clearly)

Lot Number _____

Street Address of Property _____

Owner's Name _____

Telephone Number: Daytime (____) _____ Evening: (____) _____

Email Address (Optional) _____

Address for Correspondence: _____
(If Different than Property Address)

Briefly Describe Improvement Request: _____

Attachments: (Please make sure that all required items are attached and that the form is completed fully. Incomplete applications may not be processed until the requisite information is received.) The Architectural Review Committee (ARC) for WPOA has thirty (30) days **from the day of receipt of a completed application** to respond to your application.

- * A site plan/plat of the lot showing the proposed location on the lot of the improvement. Include dimensions from the improvement to the property lines. Any trees greater than 6 inches diameter should be marked with an "X" on the site plan and marked with a ribbon or tape on site for ARC review.
- * A complete description of materials, specifications, color, and if possible, a brochure or photo showing height details, etc.
- * Submit completed application to Cox and Lee Management, 458C Wythe Creek Rd. #141, Poquoson, VA 23662; or email to CoxLeeMgt@gmail.com.

Please remember that the Architectural Review Committee has thirty (30) days from the date of receipt by the Committee to recommend approval or disapproval of architectural applications. If all information is not provided with the initial application this may delay your request.

(Homeowner's Signature)

(Date)

(Please do not write below this line)

- Application: () Approved.
 () Approved with changes or conditions noted.
 () Disapproved. More information is needed: _____
 () Disapproved.

- Approval is good for twelve months from date of approval. If improvement is not completed within that time period, ARC approval is deemed to be voided and the application must be resubmitted to the Committee. Approval by the ARC does not warrant contractor's performance or workmanship. Property owners are responsible for compliance with all permit requirements or building codes if applicable.

(Committee Signature)

(Committee Signature)

(Date)