

## ARCHITECTURAL REVIEW FORM

### Providence Homeowners Association Architectural Review Committee

The Declaration of Covenants, Conditions, and Restrictions requires that a property owner obtain written approval from the Architectural Review Committee for any exterior alterations or additions to the property within Providence as stated in the Declaration of Covenants, Conditions, and Restriction, Article 9, Section 9.1.

To comply with the Declaration of Covenants, Conditions and Restrictions please complete the form below. You must attach a detailed drawing or blueprint of the proposed alteration or addition. The drawing should specify dimensions, materials to be used, and colors. If the modification involves a heating, air conditioning, or other similar unit, the drawing must specify the precise location of the unit to the house. This application and the drawings will be retained for the committee records. Non-returnable paint samples are required for all exterior colors to be used or stains for decks or fences.

The committee has thirty (30) days from receipt of this form to reply to your request. Please be sure to include all information, and a phone number, so that you may be contacted should additional information be required.

If the requested change is approved, the homeowner agrees to complete the alterations or additions within one (1) year from the date of approval. The homeowner agrees to comply with all applicable County and State building codes and laws, will contact Ms. Utility if necessary, and obtain all necessary building permits required.

To ensure a timely review, requests must be submitted 10 days before the board meeting.

Name(s) of Homeowner(s) \_\_\_\_\_

Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Desired Alteration or Addition: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Signature of Homeowner(s): \_\_\_\_\_ (E signature approved by owner)

Date submitted: \_\_\_\_\_ Projected Start Date: \_\_\_\_\_

**Mail or Email form, plans, and samples to: Michelle Clare, Sr. Community Administrator**

**Mail:** CPVA Management, Inc., 812 Moorefield Park Dr., Suite 102, Richmond, VA 23236

**Email:** the ARC form, plans, and samples to [mclare@cpvamanagement.com](mailto:mclare@cpvamanagement.com)

**Or:** A request may be completed and the Architectural Review form obtained at the CPVA Management.com website. All documents can be uploaded onto this site and submitted.

ASSOCIATION USE ONLY: APPROVED: \_\_\_\_\_ DENIED: : \_\_\_\_\_ VOTE COUNT: \_\_\_\_\_ to \_\_\_\_\_

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

SIGNATURE: \_\_\_\_\_