

Westmoreland Homeowners' Association - Architectural Review Committee
Application for Existing Home Modification or Addition

Please check off the section that best describes your modification or addition and provide the information and documentation indicated along with the Homeowner and Contractor Information (if applicable) on the next page. Application and supporting documentation may be submitted electronically. Please allow 30 days for approval processing. Questions? Contact westmorelandoa@gmail.com.

Tree removal

Trees less than 6 inches in diameter measured at 2 feet above the ground do not need permission for removal.

- Please include a copy of the plat (survey) of your property indicating the location of the tree(s).
 - Reason for request: _____
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Fence construction

Fences are not permitted in front of the front plane of the residence and shall be no higher than 4' along that plane. Otherwise, fences shall be no higher than 6'. Chain-link fences are only acceptable for dog-runs that are not visible from the road.

- Please include a copy of the plat (survey) of your property indicating the perimeter of the fence. If any trees will need to be removed, please indicate their location on the plat as well.
- Fence material and color _____
- Height of fence _____ (If height varies, please indicate heights of different sections on the plat.)

Shed or Outbuilding Construction or Modification

- Please include a copy of the plat (survey) of your property indicating where the shed or outbuilding is to be located. If any trees will need to be removed, please indicate their location on the plat as well.
 - Please provide a sketch (or image) of the shed/outbuilding, indicating the size and a description of the materials to be used.
 - Reason for request: _____
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Driveway, patio or walkway construction or modification

- Please include a copy of the plat (survey) of your property indicating location of the construction or modification. If any trees will need to be removed, please indicate their location on the plat as well.
 - Please provide a description of the materials to be used.
 - Reason for request: _____
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Home addition or modification, including decks

- Please include a copy of the plat (survey) of your property indicating where the addition is to be located ("footprint"). If any trees will need to be removed, please indicate their location on the plat as well.
 - Please provide floor plan and exterior elevations, to scale.
 - Please indicate the finishing materials to be used (e.g. brick, siding, type of windows, etc.)
 - Reason for request: _____
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Homeowner Information and Contractor Information

Date of submission: _____

Start date of planned modification/construction: _____ End date: _____

Homeowner Information

Homeowner: _____

Street Address: _____

Telephone Number: _____ Email address: _____

Contractor Information (if applicable)

Contractor: _____

Street Address: _____

Telephone Number: _____ Email address: _____

VA Contractor's License #: _____

I, _____, as the owner of the above listed property, and
_____ as Contractor acknowledge that the improvements will be constructed in
accordance with plans and specifications which have been approved by the Westmoreland Owners' Association
Architectural Review Committee (WOA-ARC). We further acknowledge and agree that:

1. We have read and understand the Westmoreland Bylaws, Covenants & Restrictions, and Architectural Standards* and will follow the said covenants, restrictions and design standards.
2. We will maintain a clean construction site and erosion control devices at all times.
3. We are responsible for completing the project in a timely manner and as described by the drawings and specifications approved by the Architectural Review Committee.
4. It is the Owner/Contractor's responsibility to see that all federal, state and local ordinances and codes are followed and to apply for the required permits. WOA-ARC approval does not waive the necessity of obtaining governmental permits, nor does a permit negate the need for or guarantee WOA-ARC approval.

Homeowner's Signature

Contractor's Signature

Date

Date

* These documents are available at http://www.westmorelandowners.com/Bylaws_Restrictions.html.

Submit completed application with supporting documents by mail to
Berkeley Realty Management, 150 Strawberry Plains Rd, Williamsburg, VA 23188
or electronically to westmorelandoa@gmail.com.