



Architectural Application for **NEW CONSTRUCTION**

Date: _____ Lot Number: _____

Lot Owners Name(s) _____

Address: _____

Day Phone: _____ Eve Phone: _____

Email: _____ Fax Number: _____

All Application Packages must contain an original, signed copy of this form with:

1. Documentation of contact with the VDOT office of culvert installation. This can be the permit number, a letter from VDOT, or the details of your call: date, time, and name of the VDOT representative you spoke with regarding the culvert. Culvert pipe must be installed before construction begins on the site. (VDOT no longer does installation). Before you install the pipe, you must call the local VDOT Office at (804) 529-6530 and get a permit for installation filled out by VDOT over the phone. The Lot Owner then does their own installation or has a contractor install the pipe. The culvert pipe must meet exact specifications set out by the Virginia Department of Transportation. For Reedville, VDOT requires a 15 inch diameter pipe, with a MINIMUM length of 24 feet (check to ensure specs are current). If you will have boat trailers, RVs or other large vehicles turning into your driveway, you may wish to install 28 or 32 foot long culvert. VDOT highly recommends concrete and not galvanized metal; if a pipe of any material gets crushed or damaged, the homeowner is responsible for the cost of pulling and replacing the pipe, as well as for the cost of any damages resulting from backed-up drainage water.

When the installation is complete, you must call VDOT to come and do their inspection.

2. Three (3) legible copies of the Site Plan; including extent of the area to be cleared, house (and other structure) locations, driveway and setbacks.
3. One (1) complete legible set of house plans to include Square Footage of living space. Square footage DOES NOT include open porches, basements (finished or unfinished), decks, garages, carports, and other appurtenances. Plans must include porches, sunrooms, patios, decks, etc.

4. Materials description or samples to include color scheme for roof, siding, shutters, trim and doors.
5. Builder Name _____
Address _____

Phone Number _____
Fax Number _____
6. Does your builder require a letter from the Twin Harbors Homeowners Association before they will start construction? Y N
7. Contract Start Date for Construction _____
8. Please review the following THHA document sections related to this Application:

Declaration of Protective Covenants
Article II Sections 2, 3, 4, 5, 11, 12, 13, 19, 21.
Article III Sections: 2, 3, 4, 5, 6.
ACC Guidelines
THHA Board of Directors Policy Resolutions

The Committee cannot start the review process without a complete package submission of the above items. The Committee requires a maximum of 30 calendar days to review and approve all applications, and to request any items that may have been overlooked. Failure to provide all items may result in the start of the 30-day period being postponed until all the content is received. The Committee will endeavor to issue approvals in less time whenever possible.

Thank you,

Send Application Packages to: THHA ACC
 PO Box 450
 Reedville, VA 22539

Please call a Committee Member when you have a package on the way to ensure a timely response.

Owner's Acknowledgements:

I understand

1. ...that nothing herein contained shall be construed to represent that alterations to land or buildings in accordance with these plans shall not violate any of the provisions of building and zoning codes of the County of Northumberland nor the Chesapeake Bay Act to which the above property is subject. Further, nothing herein contained shall be construed as a waiver or modification of any said restriction.
2. ...that any clearing or construction undertaken by me or in my behalf before written approval of this Application is prohibited; that if such projects are started I may be required to return the property to its former condition at my own expense if this application is disapproved wholly or in part; and, that I may be required to pay all legal expenses incurred.
3. ...that any approval is contingent upon construction being completed in a workmanlike manner.
4. ...that members of the Architectural Control Committee (ACC) are permitted to make site inspections *with permission* from the Lot Owner during the approval process.
5. ...that a copy of this application will be returned to me after review by the ACC.
6. ...that there are land alteration and architectural requirements covered by the Covenants and a review process established by the Board.
7. ...that the construction authority granted by this application will be revoked automatically if the project(s) requested and approved have not commenced within 90 days of the contracted construction Start date on this application and/or are not compliant with dates contained in the Covenants, or a renewal request letter has not been sent to the Committee with an explanation of delays and any changes to the start date.
8. ...that all improvements must meet County codes. My signature indicates that these standards are met to the best of my knowledge. I understand that application for all required building permits are my responsibility.
9. ...that any variation from the original application must be resubmitted for approval.

Owner/Applicant Signature: _____ Date _____

Owner/Applicant Signature: _____ Date _____

Attachments: (Plat, plans, etc) _____

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FOR COMMITTEE USE ONLY: Date Received: _____

By ACC Member: _____ Package Complete? Y N
If no, attach notice to applicant for required information.

Resubmission date: _____ Package Complete? Y N

Approved: _____ Date: _____

Disapproved: _____ Date: _____

Attach Comment sheet if necessary. Comments Attached? Y N