



Architectural Application for **ARCHITECTURAL CHANGE or ADDITION**

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 in addition to:

1. A detailed description of the proposed improvement, alteration, addition or change; to include sketches, pictures, brochures, colors, samples, contract start date for project, etc. Location of the alteration on the plat survey or existing structure plan. Three (3) copies must be submitted.
2. Materials description to include color scheme for roof, siding, shutters, trim and doors.
3. Contractor Name _____
Address _____
Phone Number _____
Fax Number _____
4. Does your contractor require an approval letter from the Twin Harbors Home Owners Association before they will start construction? Y N
5. Anticipated Project Start Date: _____
6. 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.
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.

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

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 construction or exterior alteration undertaken by me or in my behalf before written approval of this Application is prohibited; that if alterations are made, 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 or alterations 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 alteration and architectural requirements covered by the Covenants and a review process established by the Board.
7. ...that the alteration authority granted by this application will be revoked automatically if the project(s) requested and approved have not commenced within 90 days of the 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 the changes to the start dates.
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:

By ACC Member: _____

Date Received: _____

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