

HAMPTON PARK

Submit to: Lisa Wagner, On-site Manager,
at the drop box outside of the Funhouse office,
Email to hamptonparkmgr@verizon.net
Fax to 804-346-8640

EXTERIOR MODIFICATION APPLICATION

APPLICANT NAME: _____ DATE: _____

The applicant shall be the property owner at the time of the application.

PROPERTY ADDRESS: _____

MAILING ADDRESS (IF DIFFERENT): _____

PHONE - DAY/ CELL: _____ EVE. / HOME: _____ FAX: _____

EMAIL ADDRESS: _____

DESCRIPTION OF PROJECT / REQUEST: _____

The following items must be submitted with this application where applicable:

1. A site plan indicating the house and driveway location and the location of the proposed improvement with distances to the property lines.
2. Plans and elevations fully describing the improvement.
3. Application Fee (see below).

A check made out to Hampton Park Community Association must be included with any application.

- \$150.00 House Additions (porch, sun room, etc)
- \$65.00 Property Improvement (accessory building, decks, screening, fence, wall, shed, patio or other pavement)
- \$65.00 Landscape/Major (re-landscaping of yard)
- \$35.00 Exterior Modification (Change in materials, ornamentation, color, exterior lights, landscaping/landscape accessories, play structures, satellite dish, HVAC, generator, etc.)

Note: Architectural plan review is for compliance with the Hampton Park Covenants and Standards only. Approval does not relieve the applicant of responsibility for obtaining all other necessary permits and compliance with applicable zoning and building codes.

Do not write below this area.

- APPROVED
- DENIED
- See Architectural Review Memo
- CONDITIONAL APPROVAL
- PRELIMINARY REVIEW (Not released for construction as additional information is required.)

Douglas L. Greene, AIA

Date

Adjacent neighbors and signatures:

Your adjacent homeowners signatures are required to insure that they are aware of your planned alterations. Identify and explain your intentions clearly. An adjacent homeowners signature does not grant approval and it does not mean that the adjacent homeowners approves, it only identifies that your neighbors are aware of your plans.

Left of Property:	Right of Property:	Rear of Property:
Name: _____	Name: _____	Name: _____
Address: _____	Address: _____	Address: _____
_____	_____	_____
Phone: _____	Phone: _____	Phone: _____
Email: _____	Email: _____	Email: _____

Owner's Agreement: (please read and initial)

_____ I have completed this application in good faith and it accurately represents the alteration I propose to make. I understand that approval of this application does not authorize me to violate any provisions of the Architectural Standards, Declaration or any Chesterfield County Building, County and zoning codes.

_____ I understand and agree that any construction or alteration undertaken prior receipt of the DMA's approval is at my own risk, and that I may be required to return the property to its former condition at my own expense should the application be disapproved wholly or in part and I may be subject to fines.

_____ I understand that representatives of the DMA are permitted to enter upon my property at any reasonable time for the purpose of inspecting the area for the proposed project, the project in progress, or the completed project and that such entry does not constitute trespassing.

_____ I understand that work must be completed in a workmanlike manner as soon as possible after DMA's approval and that the improvement must be built only on my own property.

Owner's signature _____ Date _____

Architectural Review Board's (ARB) Process:

Upon receipt, your application will be uploaded into our Architectural Review program that will allow DMA to review and make decisions quickly. You will be notified by email that your project request has been received. A decision email should be received within 5-7 Days. Any appeal should be received within 10 days of your receipt of DMA's decision. If you have questions regarding your pending proposal contact your On-site manager by phone (804) 639-1701 or email hamptonparkmgr@verizon.net.