



PCSA ARC PROJECT APPLICATION FORM

Community Group (Associa) Property Management
ATTN: Powhatan Secondary Architectural Review Committee (ARC)

5388 Discovery Park Blvd, Suite 130A, Williamsburg, VA 23188

Tel: (757) 643-5522, Email: lrich@communitygroup.com

Homeowners in Powhatan Secondary must obtain ARC approval for all projects altering the exterior appearance of their property, per the Declarations of Covenants and Restrictions.

Homeowners must submit applications a minimum of 30 days in advance of the project start date to provide time for proper ARC review and approval. Projects may not start until approved. Please refer to the Powhatan Secondary Architectural Guidelines dated May 18, 2021, and the Attachments to PCSA Architectural Guidelines Updated March 18, 2021 for complete details.

Property Owner Information:

Name:	
Address:	
Contact Phone Number:	
Email Address:	

Project Title: _____

Brief Summary of Project:

Please attach the following items to complete the application. Incomplete applications will be returned to be completed before consideration:

1. **Site Plan.** Include a written description of the project plan and, if necessary, a *scaled* plot plan of the project depicting the property with proposed project location relative to property lines, house, driveway, and other existing construction.

☐ I request a waiver of the Site Plan requirement

Waiver Justification:

2. **Landscaping Plan.** Include a description of landscaping work involved in the project.

☐ I request a waiver of the Landscaping Plan requirement

Waiver Justification:

3. **Architectural Plan.** Include the Architectural Plan for the proposed project. The ARC accepts contractor design drawings. Include exterior elevations, fence types, construction materials, exterior colors, and driveway material. Pictures help convey the message.

☐ I request a waiver of the Architectural Plan requirement

Waiver Justification:

4. **Sediment and Erosion Control Plan.** Include a plan outlining specific measures to control sediment and erosion during construction or other site disturbance and after completion. See Architectural Guidelines Sect. 2.4.4 for more details.

☐ I request a waiver of the Sediment and Erosion Control Plan requirement

Waiver Justification:

5. **Tree Protection Plan.** Include a plan outlining specific measures to protect trees during construction or other site disturbance. See Architectural Guidelines Sect. 2.4.5 for more details.

☐ I request a waiver of the Tree Protection Plan requirement

Waiver Justification:

6. **Expected Project Start Date:** _____

(if the start date is not available at the time of application, the PCSA Property Manager must be notified when the date is known.)

7. **Contractor Info.** If you plan to use a contractor, please include the following information:

Name:	
Address:	
Phone Number:	

Property Owner Acknowledgement:

I have read this application, the PCSA Declaration of Covenants and Restrictions, and the PCSA Architectural Guidelines. I understand and agree to the terms and conditions of the Association's review of my application, plans, and specifications, as stated therein. I further agree that if this application is approved, the improvement shall be completed in compliance with the approved plans and specifications, and all work must be completed within ninety (90) days of the approval date of this application. ***I acknowledge that no construction is permitted until written approval is received from the ARC and I will notify the Property Manager upon completion.***

NOTE: Treehouses, playsets, and any elevated improvement can be a hazard and cause/be the cause of injury. While the ARC may approve construction of such structures, PCSA does not endorse construction methods or safety of such improvements and will not be liable for any property damage or injury that could be construed to have been caused by this improvement.

I submit this Application and attached plans for review by the ARC. I understand that building permits for these improvements may be required and the cost of any permits and the responsibility for obtaining said permits and subsequent County inspections will be the responsibility of the undersigned. I acknowledge that architectural approval is not intended to be, nor shall it be considered, a substitute for approval by the necessary and appropriate County agencies.

Signature of Applicant:	
Submission Date:	

****When submitting via email please use the save-as feature and save the form using your name.**

This Section for PCSA Use Only

Date received by Property Management:	
Site Plan submitted (Yes or No):	
Landscaping Plan submitted (Yes or No):	
Architectural Plan submitted (Yes or No):	
Sediment and Erosion Control Plan submitted (Yes or No):	
Tree Protection Plan submitted (Yes or No):	
Expected Start Date submitted (Yes or No):	
Is further information needed (Yes or No):	
Date further information requested:	
Date further information received:	

Architectural Review Committee (ARC) Decision:

Approved (Yes, No, or Conditional)	
Reason(s) for disapproval or condition (s) of approval:	