

**HAWK'S LANDING HOMEOWNERS ASSOCIATION, INC.**

ARCHITECTURAL REVIEW APPLICATION

Property owners are required to obtain written approval from the Architectural Review Board (ARB) for any exterior alterations or additions as stated in Article V. of the Declaration of Protective Covenants and Restrictions. *Construction may not begin until written approval has been obtained.*

Upon receipt of a complete application, the ARB will review and make a determination of whether the proposed project is in compliance with the Restrictions and Architectural Guidelines. You must allow thirty (30) days for review by the ARB. Please be sure to include all contact information requested so that the ARB may contact you should additional information be required.

Complete this form and attach detailed drawings, specifications and site plans of the proposed alteration or addition. The plans shall include all dimensions, locations, materials to be used including colors and finishes. The application, attachments, and samples will be retained by the committee for its records.

Upon approval, the homeowner hereby agrees to complete the alterations or additions within one (1) year from the date of approval and comply with all applicable State and County building codes, laws, and ordinances, as well as obtain any and all necessary building permits, approvals, and inspections required. The Association reserves the right to review the completed project to determine whether or not the work was completed in accordance with the approved application. *Any deviation from the plans submitted or changed from using "like kind" building materials to those specified in your application must be submitted to the Board for approval.*

***I have read and agree to the provisions for Architectural Review set forth above.***

\_\_\_\_\_  
Signature of Homeowner

\_\_\_\_\_  
Date

Names of Homeowner (s): \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Email Address: \_\_\_\_\_

Detailed description of Alteration or Addition (include all relevant information, attach additional sheets if necessary):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Estimated Project Completion Date: \_\_\_\_\_

**The signatures of all immediate neighbors must be obtained before your application will be considered.**

**NEIGHBORS:** Your signatures must be obtained for all exterior alterations and additions. BY SIGNING BELOW, YOU ARE INDICATING YOUR AWARENESS OF THE ALTERATION, NOT YOUR APPROVAL. If, as a neighbor, you have concerns regarding this application we encourage you to contact a member of the Association Board of Directors or the Association Manager as soon as possible.

Neighbor: \_\_\_\_\_ Neighbor: \_\_\_\_\_

Address: \_\_\_\_\_ Address: \_\_\_\_\_

Neighbor: \_\_\_\_\_ Neighbor: \_\_\_\_\_

Address: \_\_\_\_\_ Address: \_\_\_\_\_

*If you have any questions, please contact our Community Association Manager, Sarah Knaub, at (757) 593-0166 or [VictoryComMgt@gmail.com](mailto:VictoryComMgt@gmail.com).*

Return this form, plans and samples to: **Hawk's Landing HOA, Att: ARB**  
**5007C Victory Blvd., #240**  
**Yorktown, VA 23693**  
**Or by email: [VictoryComMgt@gmail.com](mailto:VictoryComMgt@gmail.com)**

*PLEASE NOTE THE FOLLOWING:*

- 1. YOU MUST ATTACH ALL INFORMATION THAT IS REQUIRED BY THE ARB AND/OR THE ARB GUIDELINES. THIS INCLUDES, BUT IS NOT LIMITED TO ARCHITECTURAL PLANS, DRAWINGS, COLOR SAMPLES, ETC.*
- 2. APPROVAL OF ANY EXTERIOR ALTERATIONS BY THE ARB DOES NOT EXCLUDE YOUR COMPLIANCE WITH ANY OTHER FEDERAL, STATE OR LOCAL REGULATORY AGENCIES.*
- 3. NO CONSTRUCTION/ALTERATION MAY BE STARTED UNTIL WRITTEN ARB APPROVAL HAS BEEN OBTAINED.*

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**ARCHITECTURAL REVIEW BOARD USE ONLY:**

**REQUEST APPROVED:**  **CONDITIONALLY APPROVED:**  **REQUEST DENIED:**

**ADDITIONAL INFO NEEDED:**

ARB Comments: \_\_\_\_\_

Signed: \_\_\_\_\_ Title: \_\_\_\_\_ Date: \_\_\_\_\_