

**COUNSELOR'S CLOSE COMMUNITY COMPANY (THE CLOSE)
ARCHITECTURAL REVIEW COMMITTEE (ARC) APPLICATION
EMAIL OR MAIL APPLICATION to:
TOWN MANAGEMENT
ATTN: KIMBERLY MILLS (KIM), COMMUNITY MANAGER
4801 COURTHOUSE STREET, SUITE 202, WILLIAMSBURG, VA 23188
kimberly@townmanagement.net**

OWNERS: _____
COUNSELOR'S CLOSE ADDRESS: _____
OWNERS ADDRESS: _____
OWNERS PHONE NUMBER: _____
OWNERS EMAIL ADDRESS: _____

- | | |
|--------------------------|---------------------|
| <input type="checkbox"/> | ADDITION |
| <input type="checkbox"/> | DECK/PORCH |
| <input type="checkbox"/> | COLOR CHANGE |
| <input type="checkbox"/> | LIGHTING |
| <input type="checkbox"/> | OTHER |

REQUIREMENTS:

Project - Provide a detailed description of the exterior change or modification requested. Include drawing, pictures, color-swatches, catalog illustrations, and a list of materials.

Survey – Include a copy of your survey for any proposed improvements outside of the existing dwelling unit's building footprint. The survey should include the dimensions and measured locations of all improvements, including those covered in this application. Show measured distances between structures and lot lines.

Elevation Drawings – The front, sides, and rear sketches (as appropriate) should be to scale. Include typical measurements for heights and widths. Include the roof's slope, roof overhangs' width, and the structure's maximum height. Indicate the placement and sizes of doors, windows, screens, and their height above grade.

Construction Material – Give details on the type of construction, including the exterior siding, roofing, railings, and deck materials.

Color Scheme – Paint colors in The Close are selected from the "Williamsburg" Collection exterior color palette and can be computer matched at local paint stores. Attach paint chip samples of colors requested and as precisely as possible the colors you plan to retain. Please designate area(s) you wish to change, i.e., doors, shutters, siding, trim or other (specify).

Building Permit – If a city building permit is required, it must be displayed appropriately on the building. Construction must comply with the City of Williamsburg Building Codes and be inspected by the city as required by the Code. Contact the City of Williamsburg Codes Compliance Office at 220-220-6136 for instructions on this process.

Additional Requirements, which may apply to the construction, exterior alterations, and structural changes are found in The Close's governing documents. All owners must sign the application.

**ALL APPROVED APPLICATIONS WILL BE VALID FOR ONE-YEAR BASED ON THE APPROVAL DATE.
PROJECTS NOT COMPLETED WITHIN ONE-YEAR MUST APPLY FOR AN EXTENSION IN WRITING.**

PROJECT START DATE: _____ **PROJECT END DATE:** _____

Contractor Name and Phone Number: (if known; not required for submittal)

Change or Addition Planned: (include size / dimensions if applicable)

Materials Proposed: (include pictures if available)

Owners Signature: _____ **Date:** _____

DATE RECEIVED BY TOWN MANAGEMENT: _____

ARC Recommendation: **Date:** _____

☐ Recommended ☐ Not Recommended ☐ Deferred (See Comments)

Comments: _____

ARC Chair Signature: _____ **Date:** _____

BOARD Action: **Date:** _____

☐ Recommended ☐ Not Recommended ☐ Deferred (See Comments)

Comments: _____

Board President Signature: _____ **Date:** _____

ARCHITECTURAL REVIEW COMMITTEE APPLICATION
MARCH 15, 2021 – ADOPTED
JANUARY 2023 – UPDATED MANAGEMENT COMPANY INFORMATION