

**SOUTHAMPTON AT SALEM SPRINGS**  
**ARCHITECTURAL REVIEW APPLICATION**

The Declaration of Covenants and Restrictions require that a property owner obtain written approval from the Architectural Review Board (ARB) for any exterior alterations, additions or improvements prior to installation.

**To comply with this requirement, please complete this application and attach the following documents:**

- Detailed plans and specifications, including type of material, dimensions, & colors to be used
- Survey, Site Plan, or Plot Plan showing location of addition or alteration in relation to existing structures
- Copy of Building and Zoning Permits
- Photographs/Drawings

Owner(s): \_\_\_\_\_

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

City, State, Zip: \_\_\_\_\_

Phone (Home/Cell): \_\_\_\_\_ (Work) \_\_\_\_\_

In accordance with the Declaration of Covenants and Restrictions, I/we are requesting approval for the following alteration/change/addition, and have enclosed the required documents listed above: (Description of project):

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

\_\_\_\_\_  
Signature of Homeowners

Dated Submitted: \_\_\_\_\_

Estimated Start Date: \_\_\_\_\_

*Acknowledgment: Please obtain two signatures of adjacent and/or visually affected neighbors wherever possible. Acknowledgement indicates only awareness of intent. **Signatures are required for ALL changes except doorbell cameras.** ARC forms may be submitted to a board member then **MUST** be forwarded to management.*

Name \_\_\_\_\_ Address \_\_\_\_\_

Name \_\_\_\_\_ Address \_\_\_\_\_

Submit form and documentation to:

**Community First Management**  
**3061 Brickhouse Court, Suite 109**  
**Virginia Beach, VA 23452**  
**Attn: John Candelora III**  
**P - 757-333-7675**  
**Or email: [John@communityfirstmanagement.com](mailto:John@communityfirstmanagement.com)**  
**Or [admin@communityfirstmanagement.com](mailto:admin@communityfirstmanagement.com)**

**PLEASE NOTE THE FOLLOWING:**  
**APPROVAL OF ANY EXTERIOR ALTERATIONS BY THE ARB DOES NOT EXCLUDE YOUR COMPLIANCE WITH ANY OTHER FEDERAL, STATE OR LOCAL REGULATORY AGENCIES.**

**ARCHITECTURAL REVIEW BOARD USE ONLY:**

**APPROVED:**  **APPROVED WITH CONDITIONS:**  **DENIED:**  **DATE:** \_\_\_\_\_

**Comments:** \_\_\_\_\_

**Signed:** \_\_\_\_\_, **Title** \_\_\_\_\_

Revised: January 31, 2020