

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
- For paint – check the Association web site.
- Note (please wait until you get a response from the board or the manager before purchasing any materials.)

Owner(s): _____

Address: _____

City, State, Zip: _____

Phone (Home/Cell): _____ (Email) _____

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

Date Submitted: _____

Estimated Start Date: _____

Estimated Completion 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 are first to be submitted to a board member for approval.*

Name _____ Address _____

Name _____ Address _____

Submit form and documentation to:

United Property Associates
301 Bendix Rd, Suite 300
Virginia Beach, VA 23452-1385
Attn: Chelsey Garcia
email: cgarcia@unitedpropertyassociates.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: September 22, 2025