



APPLICATION FOR ARCHITECTURAL REVIEW

Architectural Application Forms can be obtained online: <http://www.landfalljamestown.com/welcome/> or from UPA Management. Completed forms should be sent to: Matthew Hallman, UPA Property Management – **FAX:** 757-873-8907; **EMAIL:** mhallman@unitedpropertyassociates.com; **PHONE:** (757) 345-5383 x1403 **MAILING ADDRESS:** One Old Oyster Point Rd. Suite 140. Newport News, VA 23602.

RESIDENT			
ADDRESS			
CITY			
PHONE NOs (H)	(C)	(W)	(EMAIL)
WORK TO BE DONE			
<input type="checkbox"/> ADDITION	<input type="checkbox"/> DECK/PORCH	<input type="checkbox"/> FENCE/WALL	<input type="checkbox"/> LANDSCAPING <input type="checkbox"/> AWNING
<input type="checkbox"/> PLAY EQUIPMENT	<input type="checkbox"/> LIGHTING	<input type="checkbox"/> POOL	<input type="checkbox"/> SATELLITE DISH <input type="checkbox"/> HOT TUB
<input type="checkbox"/> EXTERIOR CHANGES <input type="checkbox"/> OTHER (describe):			
CONTRACTOR			
If you are having work performed by someone else, please complete this box.			
Person/Company Name _____			
City _____		Phone _____	

Please submit two (2) copies of this completed form including **a materials list; drawings** (including location on property and elevation when appropriate); and **color samples**. All projects must comply with James City County regulations or any another other regulatory body that has jurisdiction in James City County. That includes Building Permits as needed. Note, anything not submitted in this application will not be permitted and will ask to be removed.

ACKNOWLEDGEMENT: Please obtain signatures of adjacent and/or visually affected neighbors wherever possible. Acknowledgement indicates awareness of intent not necessarily approval or disapproval. This may be obtained by way of person-to-person or via mail. Please include the date the letter was sent or contact was made.

Name _____	Address _____	Date Informed _____
Name _____	Address _____	Date Informed _____
Name _____	Address _____	Date Informed _____
Name _____	Address _____	Date Informed _____

Projected Project **Start Date** _____ Projected Project **Completion date** _____

Applicant's Signature _____ **Date** _____

(For a better understanding of this application and the Architectural Review Committee (ARC), please refer to page 2).

Date UPA received application ___/___/___	Date ARC received application from UPA: ___/___/___
The ARC Requested more information on ___/___/___	Date ARC's requested information was received: ___/___/___
The ARC: <input type="checkbox"/> Approves <input type="checkbox"/> Approves with conditions <input type="checkbox"/> Denies Application	
_____	_____
Landfall ARC Chair	Date

ARC INFORMATION/PROCESS

When applying, please keep the following in mind. Landfall at Jamestown is a **covenanted** community; therefore, prior to beginning work, **The Architectural Review Committee (ARC)** must review and approve the following:

- Site work in preparation for any alteration, enlargement, demolition, or improvement that alters the appearance of the property, excluding minor landscape changes.
- Alterations or changes that change the exterior appearance to an existing home.
- Construction or installation of any outbuildings or fences.
- Alterations to an existing outbuilding or fence.
- Construction or installation of any pool, hot tub or circulating fountain.
- Construction or installation of decks, porches, fences, retaining walls or garden walls.
- Construction or installations of children's play and swing sets.
- Extension or alteration to driveways or walks.
- Change or exterior paint or stain colors for houses, outbuildings or fences.
- Installation of exterior lighting that may impact neighbors.
- Installation of satellite-dishes.
- Modifications of mailboxes or related supports.
- Other modifications/improvements not listed above.

THE ARC PROCESS:

Applications can be obtained:

Online at: <http://www.landfalljamestown.com/welcome/> or by mail from UPA at the address below:

Submit your completed application request to Matthew Hallman, UPA Property Management

FAX: 757-873-8907; Email: mhallman@unitedpropertyassociates.com; Phone: (757) 345-5383 x1403

Mailing Address: One Old Oyster Point Rd. Suite 140. Newport News, VA 23602.

Any neighbor being affected by a modification may contact UPA with questions/concerns/ etc.

Once an application is submitted:

- ❖ UPA checks the document for proper completion
- ❖ UPA submits the application to the ARC for its review
- ❖ ARC may request additional information before indicating to UPA that the application is complete
- ❖ UPA notifies the applicant that the application is either complete or needs additional information
- ❖ Once ARC has all the information they need, they notify UPA.
- ❖ UPA notifies the applicant that the application is indeed complete and that:
- ❖ **ARC has two weeks, from the day the applicant receives notice that the application is complete*, to either:**

- 1) Approve
- 2) Approve with conditions
- 3) Deny

This decision is made by the committee, therefore, no single ARC member can make an unilateral decision on projects.

- ❖ ARC informs UPA of decision
- ❖ UPA contacts applicant of decision
- ❖ An applicant may appeal ARC's decision by contacting the Board of Directors

*If UPA does not get back to the applicant in two weeks, the applicant may commence work on the proposed project.

Thank you in advance for complying with our community's covenants. **Landfall at Jamestown** is a very **"SPECIAL"** place to live and by you following the ARC procedures, you are helping to keep it that way!

2021 ARC MEMBERS

Mary Rogers
Todd Halacy
Chris Swynford
Chip Sizmore- Chair

Mary Lou Crosbie, Secretary
Bob VanDivender
Dave Grandinett