

**VICTORIA PLACE HOA  
APPLICATION TO THE ARCHITECTURAL REVIEW BOARD**

This is a request form to be completed by the homeowner and submitted to the Architectural Review Board (ARB) for approval BEFORE any work commences. Please refer to your Declaration of Covenants and Restrictions for a description of the ARB and its purpose. ARB has 30 days to approve or disapprove application from date of receipt.

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**THIS SECTION TO BE COMPLETED BY HOMEOWNER**

DATE: \_\_\_\_\_  
NAME: \_\_\_\_\_  
ADDRESS: \_\_\_\_\_  
City: \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
PHONE: (Home) \_\_\_\_\_ (Cell) \_\_\_\_\_ (Work) \_\_\_\_\_  
EMAIL: \_\_\_\_\_  
ADDRESS OF PROJECT HOME: \_\_\_\_\_

DESCRIBE THE CHANGE/ADDITION/ INSTALLATION: (I.E. Fence installation, changes in house style, roof type or color, exterior paint color, screen enclosure, pool, etc)  
\_\_\_\_\_

LOCATION: (Attach a copy of a survey showing where the addition is located)

SPECIFICATIONS: (Attach copies of plans, estimates or pictures, color samples)

Dimensions: \_\_\_\_\_

Materials: \_\_\_\_\_

Colors: \_\_\_\_\_

Stipulation: Work must be completed within six months of approval date. Beyond this date a new application request must be submitted for approval.

Note: All requests must conform to all local Zoning and Building Regulations and you must obtain all necessary permits if your request is approved by the ARB

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**THIS SECTION TO BE COMPLETED BY ARCHITECTURAL REVIEW BOARD**

DATE RECEIVED: \_\_\_\_\_  
REQUEST: Date Approved: \_\_\_\_\_ Date Denied: \_\_\_\_\_  
BOARD MEMBER'S SIGNATURE: \_\_\_\_\_  
COMMENTS: \_\_\_\_\_

Forward to: Victoria Place HOA  
Attn: Architectural Review Board  
1601 S. College Road  
Wilmington, NC 28403

Revised 7/16/13

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