



Coventry Homeowners Association Architectural Modification Request Form

Name: _____ Date: _____

Number and Street Address: _____ Phone: _____

Description of Modifications: _____

(Attach plans, specifications, and a copy of the plat along with a sketch of modifications showing dimensions, color, and materials to be used. Incomplete requests will be returned without action.

See the reverse side of this form.)

- ♦ The ARC may need to visit your home to review your Modification request; please indicate your visit preference
Visiting is approved at any reasonable time. Please visit (date and time) _____

I certify I have read the applicable covenants pertaining to the modification I am requesting. I realize the information provided in my request will be made available to the Board of Directors, Architectural Review Committee, or other individuals deemed necessary.

Homeowner's Signature: _____

Return application to CHOA Site Manager, 100 Wrought Iron Bend, Yorktown, VA 23693-4539

The Application submission deadline is the 7th of each month.

ARC meets in an open forum on 4th Monday of each month, at 6:30 p.m., in our Clubhouse.

For Office Use Only: Control Number _____ Date Received _____

Architectural Review Committee Action

- ☐ Approved as submitted ☐ Approved with comments ☐ Disapproved ☐ Returned w/o action ☐ Deferred
- ☐ Approved pending Building Permit, if required.
- ☐ Call Miss Utility (800 552 7001) before digging / excavating.
- ☐ Check easement restrictions with VDOT, Seaford Office (898 5151) and / or York County Drainage (890 3790) to determine if a waiver letter is required.

ARC Comments: _____

SIGNATURE

DATE

- | | | | | | |
|-----------------------------------|--------------------------------------|--|-----------------------------------|-------|-------|
| <input type="checkbox"/> Approved | <input type="checkbox"/> Disapproved | <input type="checkbox"/> Returned to Owner | <input type="checkbox"/> Deferred | _____ | _____ |
| <input type="checkbox"/> Approved | <input type="checkbox"/> Disapproved | <input type="checkbox"/> Returned to Owner | <input type="checkbox"/> Deferred | _____ | _____ |
| <input type="checkbox"/> Approved | <input type="checkbox"/> Disapproved | <input type="checkbox"/> Returned to Owner | <input type="checkbox"/> Deferred | _____ | _____ |
| <input type="checkbox"/> Approved | <input type="checkbox"/> Disapproved | <input type="checkbox"/> Returned to Owner | <input type="checkbox"/> Deferred | _____ | _____ |
| <input type="checkbox"/> Approved | <input type="checkbox"/> Disapproved | <input type="checkbox"/> Returned to Owner | <input type="checkbox"/> Deferred | _____ | _____ |

- ♦ HOMEOWNERS: Please contact the CHOA Site Manager ((757) 867-9200) when your modification is complete.
- ♦ If your request is disapproved, you may appeal to the Board of Directors per Coventry's Declaration Article Ten, Section One C.

Revised Apr 2025

Do Not Begin Any Modifications Until the ARC Approval is Received.



Coventry Homeowners Association

Architectural Modification Request Form

What Makes an Application Complete?

An application is considered complete when it provides the Architectural Review Committee (ARC) with sufficient information to thoroughly analyze the modification. Homeowners, in addition to filling in all the required information on the application form, will probably need to submit supporting documents. Some examples of supporting documents are as follows:

1. A description of the modification is required for all applications; this description can be a detailed or a simple statement depending on the complexity of the modification and the number of supporting documents.
2. A copy of the physical Survey (Plat) is required for each application proposing the addition of new structures, or relocation of existing structures, or making landscaping changes. The survey (Plat) will indicate to ARC how the proposal will affect neighboring properties.
3. Description of Materials provides ARC with information to maintain uniformity within the area.
4. Contractor's Proposal is not required, but it will provide ARC with additional information.

This list is not all-inclusive but shows most documents the ARC may require supporting your application.

Major Building Additions

1. Major building additions include, but are not limited to decks, greenhouses, porches, room additions, sheds, sunrooms, and other similar structures.
2. To be aesthetically pleasing, the design of major additions should be consistent with the existing shape, size, and style of the dwelling in the following ways:
 - a. Siding, roofing, and trim materials should be the same as, or compatible with, the existing materials of the dwelling in color and texture.
 - b. New windows and doors should be compatible with those of the existing dwelling in style and color. These should also be located on walls at the same approximate height as those of the existing dwelling and be trimmed similarly.
 - c. Roof eaves and fascia's should be the same depth, style, and approximate height as existing eaves and fascia's. New roofs should be the same approximate slope as those existing on the dwelling.
3. The following conditions determine the acceptability of additions:
 - a. Additions should not significantly impair the view, amount of sunlight, or ventilation of adjacent residences, or the public's use or enjoyment of open space.
 - b. New windows, doors, or viewing areas from the addition should not impinge upon existing internal or external private areas of adjacent residences.
 - c. New additions should not create situations in which adjacent neighbors will have difficulty adding to, modifying, or maintaining existing dwellings.
 - d. Addition must not adversely affect drainage conditions on adjacent properties through changes in grade or other significant run-off conditions.

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