|  |  |
| --- | --- |
|  | ***Forest Lakes Homeowners Association*****Architectural Alterations Application****Submit completed form & attachments to “Architectural Committee”** |
|  |
| **Home Owner – Must meet City codes & permit guidelines** |
| **Name** |       | **Date** |       |
| **Address** |       | Chesapeake, Virginia 23322-7571 |
| **Email** |       | **Telephone** | **(H)** |       | **(W)** |        |
|  |
| **Description: - Improvement or Alteration submitted for consideration is as follows** |
|       |
|  |
| **Plans & Specifications -Provide as many as possible to expedite submission process** |
|  | [ ]  **Copy of plat with layout of change** | [ ]  **Copy of city permit** |
|  | [ ]  **Plans/Sketch/Photo /Drawings** | [ ]  **Statements from neighbors** |
|  | [ ]  **Nature/Shape/Height/Color/Material** | [ ]  **Signatures from neighbors (below)** |
|  | [ ]  **Any additional supporting documents** | [ ]        |
|  |
| **Neighbor Action –** |
| **Status** | [ ]  **It’s Okay** | [ ]  **It’s an Issue** | **Comment** |       |
| **Name** |       | **Address** |       |
| **Email** |       | **Phone** |       | **Signature** |       | **Date** |       |
|  |
| **Status** | [ ]  **It’s Okay** | [ ]  **It’s an Issue** | **Comment** |       |
| **Name** |       | **Address** |       |
| **Email** |       | **Phone** |       | **Signature** |       | **Date** |       |
|  |
|  |
| **Committee Action – It takes two committee member signatures to complete this form.** |
|  | [ ]  **Approved as submitted** | [ ]  **Approved as noted** | [ ]  **Disapproved** |  |
| **Name** |  |  | **Signature** |  | **Date** |       |
|  | [ ]  **Approved as submitted** | [ ]  **Approved as noted** | [ ]  **Disapproved** |  |
| **Name** |        |  | **Signature** |       | **Date** |       |
|  |
|  |
| **Notes – Comments**  |
| **MUST MEET ALL CITY CODES AND GUIDELINES i.e - PERMITS IF REQUIRED** |
|       |
|       |