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|  | | | | ***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** | | | | | | | | | | | | | | | | | | | | | |
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| **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** | | | | | | | | | |  | | | | | | | | | | |
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| **Neighbor Action –** | | | | | | | | | | | | | | | | | | | | | |
| **Status** | | **It’s Okay** | | | | **It’s an Issue** | | | | **Comment** | | |  | | | | | | | | |
| **Name** | |  | | | | | | | | **Address** | | |  | | | | | | | | |
| **Email** | |  | | | **Phone** | |  | | | **Signature** | | |  | | | | | **Date** | |  | |
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| **Status** | | **It’s Okay** | | | | **It’s an Issue** | | | | **Comment** | | |  | | | | | | | | |
| **Name** | |  | | | | | | | | **Address** | | |  | | | | | | | | |
| **Email** | |  | | | **Phone** | |  | | | **Signature** | | |  | | | | | **Date** | |  | |
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| **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** | |  | |
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| **Notes – Comments** | | | | | | | | | | | | | | | | | | | | | |
| **MUST MEET ALL CITY CODES AND GUIDELINES i.e - PERMITS IF REQUIRED** | | | | | | | | | | | | | | | | | | | | | |
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