

# ***Stockley Gardens Condominium Association, Inc.***

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## **Architectural Change Request Form**

*This form is to be completely filled out and signed by Owner/Contractor requesting a change in structure or appearance of a unit or limited common area.*

*Return completed form to the address or fax number provided below, or by email to the management team listed on our website.*

Name(s) of Person(s) Making Request: \_\_\_\_\_

Unit Address: \_\_\_\_\_

Date of Request: \_\_\_\_\_

Type of Request: (Add information if your type of request is not listed)

\_\_\_\_ Structural (Including plumbing and electrical)

\_\_\_\_ Appearance

\_\_\_\_ Other

Is a permit required by the city for this project? \_\_\_\_ Yes \_\_\_\_ No

Please describe (in detail) your request, state whether a permit from the city is required and attach any photos, diagrams or specifications that will explain your request (this will help the Board of Directors in the decision process and may reduce any delays in decisions) Attached additional sheets if needed:

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**Note:** If plans require plumbing or electrical work, contractor must provide copies of business license, proof of liability and worker's comp. insurance and must schedule outages with the Management Office at least 7 days in advance of the scheduled work. Contractor is also required to clean up all debris on common areas and remove trash from Association property daily.

I acknowledge that, per our Condominium Documents, any changes or alterations that require approval must be reviewed by the Board of Directors PRIOR to work commencing.

Signature \_\_\_\_\_ Date \_\_\_\_\_

c/o The Select Group, 2224 Virginia Beach Blvd., Suite 201, Virginia Beach, Virginia 23454  
(757) 486-6000 fax: (757) 486-6988  
[www.theselectgroup.us](http://www.theselectgroup.us)