**APPLICATION FOR ARCHITECTURAL REVIEW**

**Please mail or deliver to: THE COMMONS CONDOMINIUM ASSOCIATION**

 **c/o The Select Group, Inc.**

 **2224 Virginia Beach Blvd., Suites 201/202**

 **Virginia Beach, VA 23454**

 **(757) 486-6000-office or (757) 486-6988-fax**

 **Email: kbagtas@theselectgroup.us**

**WARNING:** Exterior alterations commenced without prior approval of the Board of Directors is in violation of the covenants and is at the homeowners' own risk. (Please review all the Conditions, Restrictions, Easements, Charges and Liens.)

**FROM:** (Please print in ink or type)

 Name:

 Address:

 Virginia Beach, VA 23451\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_

 Phone: home: \_\_\_\_ work: \_\_\_ cell: \_\_

**APPLICATION FOR:** (check appropriate work - you may check more than one)

New flooring\_\_\_\_\_\_ Type of flooring \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Windows\_\_\_\_\_\_\_\_\_\_ Door\_\_\_\_\_\_\_

**Project is expected to begin on \_\_\_\_\_\_\_and be completed by \_\_\_\_\_\_\_\_\_\_\_**

**DESCRIPTION OF ALTERATION:** Supplemental sheets, sketches, plats and drawings that fully describe the proposed alteration must be attached before the Board will review the application. For flooring, you must provide proof that a sound barrier will be installed so as not to disturb the unit(s) below.

**NOTE:** The Board of Directors has forty-five (45) days from the date an application has been received to approve or disapprove each application.

**OWNER'S SIGNATURE DATE**

**\*\*\*NOTE: INCOMPLETE APPLICATIONS WILL BE RETURNED WITHOUT PROCESSING\*\***