

**ARBOR BROOK CONDOMINIUM ASSOCIATION**  
**APPLICATION FOR EXTERIOR MODIFICATION, ALTERATION OR ADDITION**

Send application to: The Select Group  
2224 Virginia Beach Boulevard Suites 201/202  
Virginia Beach, VA 23454 or [select@TheSelectGroup.us](mailto:select@TheSelectGroup.us) or [www.theselectgroup.us](http://www.theselectgroup.us)

**I. PROPERTY OWNER DATA**

Phase No: **I** or **II** (circle one)

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Lot Number: \_\_\_\_\_

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

Name: \_\_\_\_\_

Telephone: \_\_\_\_\_ Email: \_\_\_\_\_

**II. DETAILED DESCRIPTION OF REQUESTED ALTERATION:**

\_\_\_\_\_  
\_\_\_\_\_

Provide ALL dimensions, materials, colors, and any other pertinent data. For decks, screened porches, fences, sheds, pools, patios, major changes to landscaping, tree planting/removal and mailboxes, the application MUST include a site plan (PLAT) that show dimensions and indicate placement and/or location of proposed change with respect to the home and the property lines (pins). The ACC cannot act without this key information and the application will be returned without action. Remember, do not build or install modification without ACC written approval (Rule 7.04).

**III. DESCRIPTION OF ALL MATERIALS TO BE USED:**

\_\_\_\_\_  
\_\_\_\_\_

**IV. NAME OF CONTRACTOR (or SELF if applicable):** \_\_\_\_\_

**V. ARE CITY ZONING AND PERMIT APPROVALS REQUIRED FOR PROPOSED WORK?** \_\_\_\_\_ YES \_\_\_\_\_ NO

IT IS THE HOMEOWNER'S RESPONSIBILITY TO CONTACT THE CITY OF VIRGINIA BEACH TO DETERMINE PERMIT REQUIREMENTS. At a minimum, additions, driveways/extensions, decks, porches, pools & spas, and corner lot fences require permits. See <http://www.vbgov.com/dept/planning/permits> for detailed info or with questions. Obtaining a City permit does not authorize construction – you MUST have ACC WRITTEN APPROVAL prior to starting any work. (See Declaration Rule 7.04).

*Please Plan Ahead! The ASC has up to 45 days to respond to your request in writing. The clock does not begin until a complete application is received.*

**APPLICANT SIGNATURE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**Date Application Received:** \_\_\_\_\_ **Application Number Assigned:** \_\_\_\_\_

ASC Member \_\_\_\_\_ ASC Member \_\_\_\_\_

ASC Member \_\_\_\_\_

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**Approve/Disapprove**

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**Applicant Notified of Decision:** \_\_\_\_\_

**Version : October 9, 2005**

