



I. PROPERTY OWNER DATA

Name: _____ Phase No: **I**
or **II**

(circle one)
Address: _____ Lot Number:

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 ASC cannot act without this key information and the application will be returned without action. Remember, do not build or install modification without ASC 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 ASC 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:** _____