



Coopers Creek Manor Owners Association

Please email or fax to: Coopers Creek Manor Owner's 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: select@theselectgroup.us

FROM: (Please print in ink or type)

Name: _____
Address: _____
Chesapeake, VA 23320
Phone: _____

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

Project is expected to begin on _____ and be completed by _____

New Construction____ Repair____ Alteration____ Landscaping____ Relocate Existing
Structure____ Building____ Fence____ Wall____ Shed____ Deck____ Porch____
Porch Rails____ Guttering____ Excavation____ Grading____ Yard Ornaments____
Exterior Finish____ Exterior Color Scheme____ Other____

DESCRIPTION OF ALTERATION:

Please Include the applicable documents:

- _____ Plans and Specification including type of materials to be used.
- _____ Survey, Site Plan or Plot Plan showing location of addition or alteration on lot/in relation to existing structure.
- _____ Illustration of any new or replacement components such as windows, fences, lighting, etc.
- _____ Description of plantings/trees to be removed or added.
- _____ Copy of Building Permit and/or Zoning Permits. (When applicable)
- _____ Photographs/Drawings
- _____ Other (please describe)

NOTE: The Architectural Committee/Board of Directors has forty-five (45) days from the date a completed application has been received to approve or disapprove each application.

c/o The Select Group, 2224 Virginia Beach Blvd., Suite 201, Virginia Beach, Virginia 23454
(757) 486-6000 fax: (757) 486-6988
email: select@theselectgroup.us website: www.theselectgroup.us



Coopers Creek Manor Owners Association

I/we understand that I/we must wait for written approval before beginning the subject alteration and that approval by the Architectural Committee/Board of Directors does not release our obligation to ensure that the alteration is in compliance with the applicable regulations for the city.

OWNER'S SIGNATURE _____ DATE _____