**EXTERIOR ALTERATION APPLICATION**

**WARNING:** Exterior alterations commenced without prior approval of the Covenants Committee and/or the Board of Directors is in violation of the covenants and is at the homeowners' own risk. All cost associated with returning the area to its original condition, should the request be disapproved, shall be the unit owners expense

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

Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Virginia Beach, Virginia 23454

Phone: Home: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Work:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Cell:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

New Construction\_\_\_\_\_ Awnings \_\_\_\_\_ Relocate \_\_\_\_\_ Other\_\_\_\_\_

Repair\_\_\_\_\_ Existing Structure\_\_\_\_\_ Yard Ornaments\_\_\_\_\_

Alteration\_\_\_\_\_ Building\_\_\_\_\_ Porch Rails\_\_\_\_\_

Landscaping\_\_\_\_\_ Fence\_\_\_\_\_ Grading\_\_\_\_\_

Excavation\_\_\_\_\_ Porch\_\_\_\_\_ Deck\_\_\_\_\_

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 ACC will review the application. In case of an exterior color change, a sample of the new color along with a description of the existing color **must** be submitted.

ACKNOWLEDGEMENT: Please obtain four signatures of adjacent and/or visually affected neighbors for an alteration visibly noticeable from the common elements or another neighbor’s backyard. Acknowledgement indicates **awareness** of intent, **not** necessarily approval or disapproval.

 NAME:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ NAME:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 ADDRESS:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ ADDRESS:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 NAME:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ NAME:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 ADDRESS:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ ADDRESS:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

Please mail or deliver to: GREAT NECK LANDING CONDOMINIUM ASSOCIATION c/o The Select Group, Inc.

 2224 Virginia Beach Blvd., Suites 201/202

 Virginia Beach, VA 23454

 Or Fax to (757) 486-6988

Should you prefer to e-mail your application, e-mail addresses for the Great Neck Landing management team can be found on our website.

c/o The Select Group, Inc. 2224 Virginia Beach Blvd. Suite 201/202 Virginia Beach, VA 23454 (757) 486-6000 Fax: (757) 486-6988 Email: select@theselectgroup.us Website: [www.theselectgroup.us](http://www.theselectgroup.us)