



**THE ROTUNDA BUILDING**  
**CONDOMINIUM ASSOCIATION, INC.**

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**ARCHITECTURAL MODIFICATION APPLICATION**

**PLEASE MAIL OR DELIVER TO:**

The Select Group, Inc.  
2224 Virginia Beach Blvd, Suite 201  
Virginia Beach, Virginia 23454  
(757) 486-6000 Fax: (757) 486-6988  
or email to the management team on our website

**WARNING:** Exterior alterations commenced without prior approval of the Architectural Standards Committee are in violation of the covenants and are at owner/applicant's own risk. (Read your Rotunda documents thoroughly). Please review all the Conditions, Restrictions, Easements, Charges, and Liens.

**IT IS THE OWNER'S RESPONSIBILITY TO ENSURE THAT ALL EXTERIOR ALTERATIONS ARE IN COMPLIANCE WITH THE DOCUMENTS OF THE ASSOCIATION.**

NAME: \_\_\_\_\_  
(please print in ink or type)

PROPERTY ADDRESS: \_\_\_\_\_, Norfolk, VA 23510

PHONE (hm): \_\_\_\_\_ (wk) \_\_\_\_\_ (cell) \_\_\_\_\_

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

**APPLICATION FOR:** (complete separate application for each request)

New

Replace Existing

Repair

**MODIFICATION REQUESTED:**

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(Attach Additional Sheets If Needed)

**ADDITIONAL INFO ON REVERSE SIDE**

**INFORMATION REQUIRED FOR SUBMISSION OF A COMPLETED APPLICATION**

- Include supplemental photos, dimensions, sketches, and related building permits that fully describe the proposed alteration. This information must be attached before the Architectural Standards Committee (ASC) will review the application.
- In the case of exterior paint color, a sample of the new color or the name/number of the approved color from the list of approved colors from the attached list must accompany the application.

NOTE: The Architectural Standards Committee (ASC) has 45 days from the date a **COMPLETE** application is received (including required signatures, plats, sketches, permits, etc.) to approve or deny each application. Notification of the receipt of your application will be mailed within 3 business days indicating any missing documents. Receipt of the application does not start until it has been delivered to The Select Group, Inc. office. By signing below, you acknowledge that if the modification(s), as constructed, differs in any way from those described herein, that your approval will not extend to such modification. I, the undersigned, agree to the following:

1. That I assume total responsibility for the upkeep and maintenance of all modification(s) made concerning this application.
2. That I will accept total responsibility for any damage to person or property that may be caused by this modification.
3. That the Condominium Association reserves the right to require removal or repair of the modification at my own expense if: (a) the modification is not constructed or installed as per the specifications as submitted for approval with this form, or (b) the modification is not maintained in a safe condition, or (c) the modification is not maintained in keeping with the surrounding structures and is not satisfactory to the Board of Directors.
4. I certify that I have read and agree to follow the Architectural Guidelines and Rules and Regulations pertaining to architectural control and review (if applicable).

\_\_\_\_\_  
Date

\_\_\_\_\_  
Owner's Signature

\_\_\_\_\_  
Date Received by Association

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date Forwarded to ASC

\_\_\_\_\_  
Signature

**\*\*RETURN ASC ACTION FORM ON NEXT PAGE WITH YOUR APPLICATION\*\***  
**KEEP A COPY OF YOUR APPLICATION FOR YOUR RECORDS – ORIGINALS WILL NOT BE RETURNED**

**ARCHITECTURAL STANDARDS COMMITTEE ACTION FORM**

NAME OF APPLICANT \_\_\_\_\_  
(please print in ink or type)

PROPERTY ADDRESS: \_\_\_\_\_, Norfolk, VA 23510

MODIFICATION REQUESTED: \_\_\_\_\_  
\_\_\_\_\_

_____	_____
Date Approved by ASC	Signature
_____	_____
Date Approved by Board	Signature

\_\_\_\_\_ DISAPPROVED for the following reason(s):  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_ Date \_\_\_\_\_ Signature

\_\_\_\_\_ ASC Final Inspection/Approval

\_\_\_\_\_ Date ASC Final Inspection \_\_\_\_\_ Approved ASC Signature

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