



## CONDOMINIUM ASSOCIATION, INC.

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

### APPLICATION FOR EXTERIOR MODIFICATION, ALTERATION OR ADDITION

#### I. PROPERTY OWNER DATA

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

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

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

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

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

Provide ALL dimensions, materials, colors, and any other pertinent data for exterior doors, storm doors, decks, deck railing and stairways. 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. 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 ACC 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: \_\_\_\_\_

**Arbor Brook Condominium Association, Inc.**  
**Application for Exterior Modification, Alteration or Addition**  
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**FOR OFFICE USE ONLY**

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

ACC Member \_\_\_\_\_ ACC Member \_\_\_\_\_ ACC Member \_\_\_\_\_  
Approve/Disapprove Approve/Disapprove Approve/Disapprove

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



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