



COMMUNITY ASSOCIATION, INC.
EXTERIOR ALTERATION APPLICATION

APPLICANT: (Please print in ink or type)

Name: _____

Address: _____

Phone: Home: _____ Work: _____ Cell: _____

Email: _____

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

New Construction _____ Repair _____ Alteration _____ Landscaping _____
Shed _____ Relocate Existing Structure _____ Building _____ Fence _____
Wall _____ Deck _____ Porch _____ Porch Rails _____ Guttering _____
Excavation _____ Grading _____ Yard Ornaments _____ Exterior Finish _____
Exterior Color Change _____ Other _____

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. Please provide the **exact location** of where the alteration is to be. In case of an exterior color change, a sample of the new color along with a description of the existing color **must** be submitted. Provide **ALL** dimensions, materials, colors, and any other pertinent data. For decks, screened porches, fences, sheds, pools, patios, major changes to landscaping, lawn ornaments, and mailboxes, the application **MUST** include a site plan (PLAT) that shows dimensions and indicates placement and/or location of proposed change with respect to the home and the property lines (pins). The ACC cannot act without this key information and the application will be returned without action.

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

*** all work must be completed within 1 year of approval from Hillcrest Farms Community Association.**

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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 the Virginia Beach City Department of Planning and Permits. for detailed info. Obtaining a City permit does not authorize construction – you **MUST have ACC WRITTEN APPROVAL prior to starting any work.**

ACKNOWLEDGEMENT: Please obtain four signatures of adjacent and/or visually affected neighbors wherever possible. Acknowledgement indicates **awareness** of intent, **not** necessarily approval or disapproval.

NAME: _____

NAME: _____

ADDRESS: _____

ADDRESS: _____

NAME: _____

NAME: _____

ADDRESS: _____

ADDRESS: _____

WARNING: Exterior alterations commenced without prior approval of the Architectural Committee are in violation of the covenants and is at the homeowners' own risk. (Please review all the Conditions, Restrictions, Easements, Charges and Liens.)

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

Please mail or deliver to:

HILLCREST FARMS HOMEOWNERS ASSOCIATION
c/o The Select Group, Inc.
2224 Virginia Beach Blvd., Suites 201 Virginia Beach, VA 23454
(757) 486-6000 fax: (757) 486-6988
or email to jstrickland@theselectgroup.us

OWNER'S SIGNATURE: _____

DATE: _____