



ARCHITECTURAL CONTROL COMMITTEE REQUEST FORM

1. PROPERTY OWNER DATA:

Name: _____

Address: _____

Telephone: _____ Email: _____

2. DETAILED DESCRIPTION OF REQUESTED ALTERATION:

3. DESCRIPTION OF ALL MATERIALS TO BE USED:

4. NAME OF CONTRACTOR (or SELF if applicable): _____

5. ARE CITY ZONING AND PERMIT APPROVALS REQUIRED FOR PROPOSED WORK YES ___ NO ___

Be sure to provide a picture of materials, color samples, sketches / blue prints. It is the Homeowner’s responsibility to contact the City of Virginia Beach to determine Permit Requirements <http://www.cityofchesapeake.net> for detailed info. Obtaining a City permit does not authorize construction - you must have **WRITTEN APPROVAL FROM THE ASSOCIATION** prior to starting any work. **Please plan ahead! The ACC has up to six (6) weeks to respond to your request in writing. The clock does not begin until a complete application is received.**

Signature

Date

Return completed application to the address, fax number or email below.