

**BAY**   
**QUARTER**  
CONDOMINIUM ASSOCIATION, INC.

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**APPLICATION FOR EXTERIOR MODIFICATION, ALTERATION OR ADDITION**

**I. PROPERTY OWNER DATA**

Name: \_\_\_\_\_ Phase No: I or II  
(Circle one)  
Address: \_\_\_\_\_ Lot Number: \_\_\_\_\_  
Telephone: \_\_\_\_\_ Email: \_\_\_\_\_

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

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

**Provide ALL dimensions, materials, colors, and any other pertinent data. For decks, screened porches, fences, sheds, pools, patios, major changes to landscaping, tree planting/removal and mailboxes, the application MUST include a site plan (PLAT) that show dimensions and indicate placement and/or location of proposed change with respect to the home and the property lines (pins). The ASC cannot act without this key information and the application will be returned without action.**

**Remember, do not build or install modification without ASC 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. At a minimum, additions, driveways/extensions, decks, porches, pools & spas, and corner lot fences require permits. 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 ASC WRITTEN APPROVAL prior to starting any work. (See Declaration Rule 7.04).**

***Please Plan Ahead! The ASC 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:** \_\_\_\_\_

**Return completed application to address or fax number below or  
email to [mromero@theselectgroup.us](mailto:mromero@theselectgroup.us)**