



Coopers Creek Manor Owners Association

EXTERIOR ALTERATION APPLICATION

Return completed application to: Coopers Creek Manor Owner's Association
c/o The Select Group, Inc.
2224 Virginia Beach Blvd., Suites 201/202
Virginia Beach, VA 23454
Fax: (757) 486-6988-fax
Email: Jill.C.Albright@theselectgroup.us

FROM: (Please print in ink or type)

Name: _____
Address: _____ Chesapeake, VA 23322
Phone: _____
Email: _____

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

New Construction____ Repair____ Alteration____ Landscaping____ Relocate Existing
Structure____ Building____ Fence____ Wall____ Shed____ Deck____ Porch____ Porch
Rails____ Guttering____ Excavation____ Grading____ Yard Ornaments____ Exterior
Finish____ Exterior Color Scheme____ Other____

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

DESCRIPTION OF ALTERATION: (attached additional sheets as needed)

Please Include the applicable documents:

- _____ Plans and Specification including type of materials to be used.
- _____ Survey, Site Plan or Plot Plan showing location of addition or alteration on lot/in relation to existing structure.
- _____ Illustration of any new or replacement components such as windows, fences, lighting, etc.
- _____ Description of plantings/trees to be removed or added.
- _____ Copy of Building Permit and/or Zoning Permits. (When applicable)
- _____ Photographs/Drawings
- _____ Other (please describe)

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

I/we understand that I/we must wait for written approval before beginning the subject alteration and that approval by the Architectural Committee/Board of Directors does not release our obligation to ensure that the alteration is in compliance with the applicable regulations for the city.

OWNER'S SIGNATURE _____ **DATE** _____