



HOA OF CAPTAINS LANDING, INC.

EXTERIOR ALTERATION APPLICATION

WARNING: Exterior alterations commenced without prior written approval of the Board of Directors, is in violation of Article 9. of the Declaration and is at the homeowners' own risk.

Owner's Name: _____

Property Address: _____

Telephone: (h)_____ (w)_____ (c)_____

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

- | | |
|--|--|
| <input type="checkbox"/> New Construction | <input type="checkbox"/> Deck |
| <input type="checkbox"/> Repair | <input type="checkbox"/> Porch |
| <input type="checkbox"/> Alteration | <input type="checkbox"/> Porch Rails |
| <input type="checkbox"/> Landscaping | <input type="checkbox"/> Guttering |
| <input type="checkbox"/> Shed | <input type="checkbox"/> Excavation |
| <input type="checkbox"/> Relocate Existing Structure | <input type="checkbox"/> Grading |
| <input type="checkbox"/> Building | <input type="checkbox"/> Yard Ornaments |
| <input type="checkbox"/> Fence | <input type="checkbox"/> Exterior Finish |
| <input type="checkbox"/> Wall | <input type="checkbox"/> Exterior Color Scheme |
| <input type="checkbox"/> Other _____ | |

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

DESCRIPTION OF ALTERATION: Where available, please provide the **exact location** of where the alteration is to be. Supplemental sheets, sketches, plats and drawings that fully describe the proposed alteration **must** be attached **before** the ACC will review the application. 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.

IT IS THE HOMEOWNER'S RESPONSIBILITY TO CONTACT THE CITY OF NORFOLK TO DETERMINE PERMIT REQUIREMENTS.

At a minimum; additions, driveways/extensions, decks, porches, pools & spas, and corner lot fences require permits. See <http://www.norfolk.gov/index.aspx?nid=3516> for detailed information. Obtaining a City permit **does not** authorize construction – you **MUST** have **Association written approval** prior to starting any work.

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ACKNOWLEDGEMENT:

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

NAME: _____ ADDRESS: _____

NAME: _____ ADDRESS: _____

NAME: _____ ADDRESS: _____

NAME: _____ ADDRESS: _____

OWNER'S SIGNATURE _____ DATE _____

RETURN COMPLETED, SIGNED & DATED APPLICATION WITH ALL ATTACHMENTS AS APPLICABLE TO:

**HOA of Captains Landing, care of The Select Group at the address or fax number on the first page
or by email to acosby@theselectgroup.us**

List of question and needed documents noted below must be answered and attached to your application if requesting a retaining wall/patio alteration.

1. What is the length and height of the retaining wall?
2. Who is installing the wall? A professional who has installed many retaining walls successfully, or the home owner?
3. Provide details of retaining wall construction (block mfg and type, block dimensions, intended base under first row of blocks, provisions for drainage behind wall (i.e., gravel), whether wall is vertical or offset with slight slope, block locking feature, etc.). Please provide picture of retaining wall block and color.
4. Provide patio paver blocks, type and color, and any intended pattern. I did not find a picture of paver colors as mentioned in email. Please provide picture of paver block and color.
5. Identify provisions for drainage from gutter downspouts (e.g., use of 4" corrugated pipe with holes in the bottom run within a gravel trench before entering community drainage system)
6. Identify provisions for drainage from the patio. Patio surfaces need to be sloped to avoid runoff onto the neighbor's yards.
7. Identify how plan does not negatively affect neighbors' yard drainage (e.g., do neighbors have yard drains that collect all their water?)
8. Is this an end unit?
9. The plan needs to be drawn closer to scale, with key features dimensioned (including length and width of raised flower bed, walkway width, and overall patio dimensions).
10. Provide details for steps (e.g., material (PT lumber or other), color, railing style, dimensions of landing before, width, no. of steps). Is the retaining wall recessed in way of the steps to provide clearance?