



THE COMMONS
CONDOMINIUM ASSOCIATION, Inc.
 c/o The Select Group, Inc. 2224 Virginia Beach Blvd. Suite 201 Virginia Beach, VA 23454
 (757) 486-6000 Fax: (757) 486-6988
 email: tgasser@theselectgroup.us website: www.theselectgroup.us

APPLICATION FOR ARCHITECTURAL REVIEW

Please return completed application to: THE COMMONS CONDOMINIUM ASSOCIATION
 c/o The Select Group, Inc.
 2224 Virginia Beach Blvd., Suites 201/202
 Virginia Beach, VA 23454
 Fax: (757) 486-6988
 Email: cdoneff@theselectgroup.us

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

FROM: (Please print in ink or type)

Name: _____

Address: _____
 Virginia Beach, VA 23464

Phone: home: _____ work: _____

E-Mail: _____

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

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

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____

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. In case of an exterior color change, a sample of the new color along with a description of the existing color **must** be submitted.

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.

*****NOTE: INCOMPLETE APPLICATIONS WILL BE RETURNED WITHOUT PROCESSING.*****

The Commons Condominium Association, Inc.

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Acknowledgements:

- Nothing herein contained shall be construed to represent that alteration to land or buildings in accordance with these submitted plans shall violate neither any of the protective covenants nor any of the provisions or Building and Zoning Codes of the City of Virginia Beach to which the above property is subject. Further, nothing herein contained shall be construed as a waiver or modification of any said restriction.
- The Code of the City of Virginia Beach for Building Inspections requires that you file an application for a building permit for structural changes.
- I understand and agree that no work on this request shall begin until written approval is received by me from the association.
- This application usually takes no longer than 45 days for complete review and for an answer to be delivered to the applicant. In the event additional information is required, the management will notify the applicant directly.

Owners Signature: _____

Date: _____

PLEASE DO NOT WRITE BELOW THIS LINE

Date Received: _____ Received By: _____

Date reviewed: _____

Recommendation of Management (other designated party):

Date Presented to Board of Directors for Review: _____

Decision of the Board of Directors: _____

Approved / Disapproved: _____

Date Applicant Notified of Management Decision: _____