



REQUEST FOR APPROVAL OF ARCHITECTURAL IMPROVEMENT OR ALTERATION

NAME: _____

ADDRESS: _____

PROPERTY ADDRESS/LOT NUMBER OF PROJECT LOCATION, IF DIFFERENT FROM ABOVE:

PHONE: (H) _____ (W) _____ (C) _____

EMAIL ADDRESS: _____

REQUESTED IMPROVEMENTS: _____

REQUIREMENT: It is required by this Committee, in an effort to promote goodwill, that the applicant discusses the planned improvement/alteration or construction with adjacent property owners. Please obtain four (4) signatures of adjacent and/or visually affected neighbors wherever possible. Acknowledgement indicates **awareness** of intent, **not** necessarily approval or disapproval. **Homeowners' questions and/or concerns may be addressed with Management at the above listed address or telephone number.**

NAME: _____ NAME: _____

ADDRESS: _____ ADDRESS: _____

NAME: _____ NAME: _____

ADDRESS: _____ ADDRESS: _____

I/We submit all information for approval. I/We further understand and will comply with all of the conditions and requirements stated on this application.

By Owner(s)/Contractor: _____

Date: _____

Please return completed form to The Select Group at the address or fax number provided below or email to cdoneff@theselectgroup.us

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

BOARD OF DIRECTORS RECOMMENDATION

_____ Board grants **APPROVAL** Subject to the Following Conditions: _____

_____ Board **DISAPPROVES** application for the Following Reason(s): _____

COMMITTEE CHAIRPERSON _____ **DATE** _____

DO NOT BEGIN ANY WORK UNTIL APPROVAL IS GRANTED

In order to process your request, you must submit the following items listed below. If all of the items considered application by the ASC is not supplied, your request may not be reviewed and approved. (It is understood that some items may not apply to your project. If you consider an item to be non-applicable, please annotate "N/A".)

- Site plan/survey, showing location of improvement, setbacks, property lines. etc.
- Total square footage of structure.
- Front, rear and both side elevations of structure, with a side or rear load garage defined.
- Description and location of all out structures: Walkways, driveways, paths, outdoor gym or playhouse, etc.
- Description and location of all landscaping.
- Photographs of existing structure and areas to be affected by improvement, including areas that are not fully owned and not completely within the property lines that will/may be disrupted.

- Time Schedule: Beginning Date:** _____ **Completion Date:** _____

Specify and describe the following with color, material, type and finish as well as the detailed manufacturer's product description and specifications for the exterior surfaces.

Further conditions and requirements that shall be adhered to and made part of subsequent approval:

1. If any change occurs from the submitted and approved specifications, including but not limited to colors, materials and finishes, please resubmit your request for approval detailing the changes.
2. If the approved time schedule (beginning and completion date) changes, please advise for approval the reasons for the delay and the revised dates.
3. Plumbing, roof stacks, vents and other roof penetrations shall be in the rear of the house when possible and shall be painted to match the roof color so as not to be visible from the street.
4. Mechanical equipment located on the exterior of the house should be concealed from public right of way view by use of a fence or landscaping.
5. Plans must conform to the restrictions and covenants of the Long Creek Cove Condominium Association recorded in the Circuit Court of the City of Chesapeake, VA.
6. Approval of the plans submitted shall not constitute approval of the plan on any other lot within Long Creek Cove.
7. The approval of this Committee is not a substitute for the required city or state permits and approvals that may be necessary and that must be obtained. If this Committee's approval is in any violation or contradiction of any city or state code, the city or state code shall apply and this Committee as well as the Board of Directors shall not be held responsible.
8. Construction activities shall not be disturbing to the neighbors and should not begin prior to 8:00AM.
9. The construction site, adjacent areas, walkways and streets must be kept orderly, safe and free of debris and hazards at all times. Management will maintain a copy of the plans for each project until the project is completed, at which time the homeowner/builder should contact Management to notify of project completion so that it may be inspected. Upon the inspection, the homeowner/builder may request plans to be returned.