



**ARCHITECTURAL VARIANCE REQUEST**

**Request for Approval of Architectural, Variance, Improvement or Alteration**

NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

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

\_\_\_\_\_

PHONE: HOME: \_\_\_\_\_ WORK: \_\_\_\_\_

EMAIL ADDRESS: \_\_\_\_\_

REQUESTED IMPROVEMENTS: \_\_\_\_\_

\_\_\_\_\_

**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: \_\_\_\_\_

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**BOARD RECOMMENDATION**

\_\_\_\_\_ Board grants **APPROVAL** Subject to the Following Conditions:

\_\_\_\_\_

\_\_\_\_\_ Board grants **DISAPPROVAL** for the Following Reason(s):

\_\_\_\_\_

\_\_\_\_\_  
**BOARD PRESIDENT**

\_\_\_\_\_  
**DATE**

**DO NOT BEGIN ANY WORK UNTIL APPROVAL IS GRANTED**

## Port Norfolk East Condominium Association

### Architectural Variance Request

#### Page 2

In order to process your request you must submit the following items listed below. If all of the items considered application by the Board of Directors are 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.
- Description and location of all proposed structures: Pool, walkways, 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.
- Specify and describe the following with color, material, type and finish as well as the detailed manufacturer's product description
  
- Time Schedule: **Beginning Date:** \_\_\_\_\_ **Completion Date:** \_\_\_\_\_

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. 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.
4. Plans must conform to the restrictions and covenants of the Circuit Court of the City of Portsmouth, VA.
5. Approval of the plans submitted shall not constitute approval of the plan on any other lot within Port Norfolk East.
6. The approval of the Board of Directors 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 the Board of Directors shall not be held responsible.
7. Construction activities shall not be disturbing to the neighbors and should not begin prior to 8:00AM.
8. 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.

**Return completed form to The Select Group at the address or fax number below or email to [afleetwood@theselectgroup.us](mailto:afleetwood@theselectgroup.us)**