



Property Owners Association, Inc.

## EXTERIOR ALTERATION APPLICATION

**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.)

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.

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**IT IS THE HOMEOWNER'S RESPONSIBILITY TO CONTACT THE CITY OF VIRGINIA BEACH TO DETERMINE PERMIT REQUIREMENTS. At a minimum; additions, driveways/extensions, decks, porches, pools & spas, and corner lot fences require permits. See <http://www.vbgov.com/dept/planning/permits> for detailed info. Obtaining a City permit does not authorize construction – you MUST have ACC WRITTEN APPROVAL prior to starting any work.**

**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 disapproved.

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

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

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

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

**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.

OWNER'S SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

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

**RIVER OAKS PROPERTY OWNER'S ASSOCIATION  
C/O THE SELECT GROUP  
AT THE ADDRESS OR FAX NUMBER ON BOTTOM OF THE FIRST PAGE  
OR BY EMAIL TO JSTRICKLAND@THESELECTGROUP.US**