



c/o The Select Group, Inc.  
2224 Virginia Beach Blvd., Suite 201, Virginia Beach, VA 23454  
(757) 486-6000 fax: (757) 486-6988  
website: [www.theselectgroup.us](http://www.theselectgroup.us)

**APPLICATION FOR EXTERIOR MODIFICATION, ALTERATION OR ADDITION**

Unit Owner Name: \_\_\_\_\_

Unit Address: \_\_\_\_\_

Telephone: (home) \_\_\_\_\_ (cell) \_\_\_\_\_

Email Address: \_\_\_\_\_

**DETAILED DESCRIPTION OF REQUESTED ALTERATION:** (Provide ALL dimensions, materials, colors, and any other pertinent data.) **Remember, do not build or install modification without ASC written approval.**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Project Start Date: \_\_\_\_\_ Project Completion Date: \_\_\_\_\_

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

**FOR OFFICE USE ONLY**

Date Received by Management: \_\_\_\_\_ Date Forwarded to Board: \_\_\_\_\_

\_\_\_\_ Approved as Submitted

\_\_\_\_ Approved subject to the following conditions: \_\_\_\_\_

\_\_\_\_ Denied for the following reason(s): \_\_\_\_\_

Board Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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