



ST. PAUL'S PLACE



Condominium • Norfolk Architectural Request Form

*(To be completely filled out and signed by Owner/Contractor requesting
a change in structure or appearance of a Unit or limited common area)*

Unit: _____ Date: _____

Name(s) of Person(s) Making Request: _____

Type of Request: _____ Structural (Including plumbing and electrical)
 _____ Appearance
 _____ Other _____

Is a permit required by the city for this project? _____ Yes _____ No

Please describe your request, state whether a permit from the city is required and attach any photos, diagrams or specifications that will explain your request (this will help the Board of Directors in the decision process and may reduce any delays in decisions):

Note: If plans require plumbing or electrical work, contractor must provide copies of business license, proof of liability and worker's comp. insurance and must schedule outages with the Management Office at least 7 days in advance of the scheduled work. Contractor is also required to clean up all debris on common areas and remove trash from Association property daily.

I acknowledge that, per our Condominium Documents, any changes or alterations that require approval must be reviewed by the Board of Directors prior to work commencing. I also acknowledge that any and all approved alterations which may cause damage to or impede access to the Common and/or Limited Common Elements of the Association will be my responsibility to restore to the original condition.

Signature(s) of person(s) making request: _____

(For Board use)

Date Initial Request Received from Manager or Unit Owner: _____

Notes: _____

- _____ Approved as is
- _____ Approved with modification (_____)
- _____ Denied (See notes above for reason)
- _____ Contractor verifications pending (must be on file in the Office prior to start of work)

Signature of Board President: _____ Date: _____

Signature of Manager: _____ Date: _____

**Return completed form to The Select Group at the address or fax number below or
email to ygoodwin@theselectgroup.us**

SG Form 02-11 Revised 03/05

**c/o The Select Group, 2224 Virginia Beach Blvd., Suite 201, Virginia Beach, Virginia 23454
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