



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

**I. PROPERTY OWNER DATA**

Name: \_\_\_\_\_ Phase No: I or II (circle one)

Address: \_\_\_\_\_ Lot Number: \_\_\_\_\_

Telephone: \_\_\_\_\_ Email: \_\_\_\_\_

**II. DETAILED DESCRIPTION OF REQUESTED ALTERATION**

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

Provide ALL dimensions, materials, colors, and any other pertinent data. For decks, screened porches, fences, sheds, pools, patios, major changes to landscaping, tree planting/removal and mailboxes, the application MUST include a site plan (PLAT) that show dimensions and indicate placement and/or location of proposed change with respect to the home and the property lines (pins). The ASC cannot act without this key information and the application will be returned without action. Remember, do not build or install modification without ASC written approval (Rule 7.04).

**III. DESCRIPTION OF ALL MATERIALS TO BE USED:**

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

**IV. NAME OF CONTRACTOR (or SELF if applicable):** \_\_\_\_\_

**V. ARE CITY ZONING & PERMIT APPROVALS REQUIRED FOR PROPOSED WORK?** \_\_\_\_\_

**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 or with questions. Obtaining a City permit does not authorize construction – you MUST have ASC WRITTEN APPROVAL prior to starting any work. (See Declaration Rule 7.04).  
*Please Plan Ahead! The ASC has up to 35 days to respond to your request in writing. The clock does not begin until a complete application is received.*

**APPLICANT SIGNATURE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**Please return completed application to the Association via mail or fax as provided below or email to: [malcala@theselectgroup.us](mailto:malcala@theselectgroup.us)**

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Date Application Received: \_\_\_\_\_ Application Number Assigned: \_\_\_\_\_

ASC Member \_\_\_\_\_ ASC Member \_\_\_\_\_ ASC Member \_\_\_\_\_  
Approve/Disapprove Approve/Disapprove Approve/Disapprove

Applicant Notified of Decision: \_\_\_\_\_

**Version: October 9, 2005**