



APPLICATION FOR MODIFICATION, ALTERATION OR ADDITION

I. PROPERTY OWNER DATA

Name: _____

Address: _____ Unit 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 AND PERMIT APPROVALS REQUIRED FOR PROPOSED WORK?
_____ YES _____ NO

IT IS THE HOMEOWNER'S RESPONSIBILITY TO CONTACT THE CITY OF NORFOLK 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 45 days to respond to your request in writing. The clock does not begin until a complete application is received.*

Please return completed form to The Select Group at the address or fax number provided below or email to mchu@theselectgroup.us



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