



421 WEST BUTE STREET, NORFOLK, VA 23510

**REQUEST FOR ARCHITECTURAL IMPROVEMENT/ ALTERATION**

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

UNIT ADDRESS: \_\_\_\_\_

PHONE NO: home: \_\_\_\_\_ work: \_\_\_\_\_ cell: \_\_\_\_\_

SUBMISSION DATE: \_\_\_\_\_

**IMPROVEMENT/ALTERATION TO UNIT OR LIMITED COMMON ELEMENTS**

Please give a brief description of the improvement, where it is, or is to be located, type of materials involved, etc. Attach a second sheet, if necessary, to provide all pertinent information. (Emergencies will be handled on a case-by-case basis.)

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

**MAIL, FAX, OR EMAIL COMPLETED FORM TO:**

Board of Directors  
Pilot House Condominium Association  
c/o The Select Group, Inc.  
2224 Virginia Beach Boulevard, Suite 201  
Virginia Beach, VA 23454  
Fax: 757-486-6988  
Email: [dbaer@theselectgroup.us](mailto:dbaer@theselectgroup.us)

**FOR OFFICE USE ONLY**

- REQUEST APPROVED BY THE BOARD OF DIRECTORS
- REQUEST APPROVED BY THE BOARD OF DIRECTORS SUBJECT TO MODIFICATION \_\_\_\_\_
- REQUEST DISAPPROVED BY THE BOARD OF DIRECTORS

DATE \_\_\_\_\_ SIGNED \_\_\_\_\_