



Clover Meadows Condominium Homeowners' Association, Inc.



APPLICATION FOR EXTERIOR MODIFICATION, ALTERATION OR ADDITION

1. PROPERTY OWNER DATA:

Name: _____

Address: _____

Telephone: _____ Email: _____

2. DETAILED DESCRIPTION OF REQUESTED ALTERATION:

3. DESCRIPTION OF ALL MATERIALS TO BE USED:

4. NAME OF CONTRACTOR (or SELF if applicable): _____

5. ARE CITY ZONING AND PERMIT APPROVALS REQUIRED FOR PROPOSED WORK YES _____ NO _____

It is the Homeowner's responsibility to contact the City of Virginia Beach to determine Permit Requirements www.vbgov.com/dept/planning/permits for detailed info or e-mail msmith@theselectgroup.us 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 ACC has up to six (6) weeks to respond to your request in writing. The clock does not begin until a complete application is received.

Applicant Signature: _____ Date: _____

***PLEASE BE SURE TO INCLUDE ALL DETAILS: THE ASSOCIATION RESERVES THE RIGHT
TO RETURN INCOMPLETE APPLICATIONS WITHOUT ACTION.***

Send application to: **The Select Group**
2224 Virginia Beach Boulevard Suites 201
Virginia Beach, VA 23454
Send questions to: mmichaud@theselectgroup.us

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FOR OFFICE USE ONLY:

Date Application Received: _____ Application Number Assigned: _____

ASC Member _____ ASC Member _____ ASC Member _____
Approve/Disapprove Approve/Disapprove Approve/Disapprove

Applicant Notified of Decision: _____