

WestPort

Community Association, Inc.

REQUIREMENTS FOR SUBMISSION OF REQUEST FOR EXTERIOR ARCHITECTURAL IMPROVEMENT/ALTERATION Per Declaration, Article V, Section 5.3

Except for such structures or landscaping as may be constructed or installed by Declarant or structures or landscaping constructed or installed by a Participating Builder which have first been approved by Declarant, no Structure of any kind whatsoever shall be commenced, erected, placed, moved onto or permitted on any Lot, nor shall any existing Structure upon any Lot be removed or altered in any way which materially changes the exterior appearance thereof (including change of exterior color) and no changes to the landscaping within any Landscaped Areas shall be made until plans and specifications therefor shall have been submitted to the Covenants Committee and approved in writing by the Covenants Committee. Such plans and specifications shall be in such form and shall contain such information as the Covenants Committee may reasonably require, but shall in all cases include:

- (a) A site plan showing the location of all proposed and existing Structures on the Lot and all existing Structures on adjoining Lots,
- (b) Exterior elevations for the proposed Structures,
- (c) Specifications of materials, color scheme and other details affecting the exterior appearance of the proposed buildings,
- (d) Description of the plans or provisions for landscaping or grading, and
- (e) Explanation of the proposed use of the Structure.

Please Note: No pavers or other type of patio materials (if approved) may extend past the balcony footing.

PLEASE NOTE: No application will be considered unless it includes all of the above required documents.

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REQUEST FOR EXTERIOR ARCHITECTURAL IMPROVEMENT/ALTERATION

NAME: _____ SUBMISSION DATE: _____

UNIT ADDRESS: _____

PHONE: home: _____ work: _____ cell: _____

EMAIL ADDRESS: _____

IMPROVEMENT/ALTERATION TO UNIT OR LIMITED COMMON ELEMENTS

Please give a brief description of the improvement, where it is to be located (include plat with location notated), 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.)

PLEASE NOTE REQUIREMENTS - MUST BE SUBMITTED WITH APPLICATION:

- **Fences:** Prior to submitting request for fencing, you must obtain a required permit from the City of Norfolk. City will not allow turf grass to be utilized if the plan is showing required landscaping even in proposed fenced areas. A copy of the permit must be submitted with the application to be considered.
- **Pavers:** Pavers must be pervious – not solid material. "Porous" does not necessarily mean "pervious." Manufacturer specifications on proposed pavers must be submitted with application.
- **Landscaping:** No trimming of vines or cutting of any branches along the shoreline is permitted without City approval. No plant material or landscaping materials can be removed or added without the prior written approval of the Association.

I understand copies of required permits and/or licenses must be submitted with this application to comply with any City/State/Federal Codes and/or Ordinances before a decision on this request will be issued.

SIGNED _____ DATE _____

SUBMIT COMPLETED APPLICATION AND SUPPLEMENTAL INFORMATION TO:
The Select Group via mail or fax as provided below or email to acosby@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 _____