

**BAY POINT ASSOCIATION
ARCHITECTURAL MODIFICATION REQUEST**

NAME: (Please Type or Print) _____

ADDRESS: _____

TELEPHONE: (Day) _____ (Night) _____

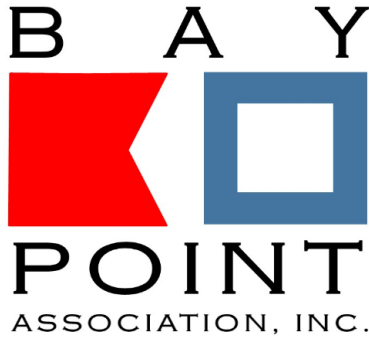
EMAIL: _____

Description of Request: Give full details of purpose and/or reason for the request, type and color of materials to be used, location on the property, supportive / descriptive data, contractor information etc. (use additional sheet of paper if necessary)

If the request is for a structural change / addition, attach a sketch or architectural plan.

Acknowledgements:

- Nothing herein contained shall be construed to represent that alteration to land or buildings in accordance with these submitted plans shall violate neither any of the protective covenants nor any of the provisions or Building and Zoning Codes of the City of Norfolk to which the above property is subject. Further, nothing herein contained shall be construed as a waiver or modification of any said restriction.
- The Code of the City of Norfolk for Building Inspections requires that you file an application for a building permit for structural changes.
- I understand and agree that no work on this request shall begin until written approval is received by me from the Association.
- This application usually takes no longer than 30 days for complete review and for an answer to be delivered to the applicant. In the event additional information is required, management will notify the applicant directly.



• A copy of this application shall be returned to you after review by the Association Board of Directors, management or other designated party.

Signature: _____

Date: _____

Please return completed form to:

**Bay Point Association
The Select Group Inc.
2224 Virginia Beach Blvd., Ste 201,
Virginia Beach, VA 23454
Attention Michele McClure**

Via Fax: 757-486-6988 or Email: Michele McClure
Association Manager
mmclure@theselectgroup.us
and/or Assistant Manager
malcala@theselectgroup.us

PLEASE DO NOT WRITE BELOW THIS LINE

Date Received: _____ Received By: _____

Date reviewed: _____

Recommendation of management (other designated party):

Date Presented to Board of Directors for Review: _____

Decision of the Board of Directors: _____

Approved / Disapproved: _____

Date Applicant Notified of Management Decision: _____