



*St. Albans Glenn
Condominium Association, Inc.*



APPLICATION FOR EXTERIOR MODIFICATION, ALTERATION OR ADDITION

I. PROPERTY OWNER DATA

Name: _____

Address: _____

Telephone: _____ Email: _____

II. DETAILED DESCRIPTION OF REQUESTED ALTERATION: _____

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

III. DESCRIPTION OF ALL MATERIALS TO BE USED: _____

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

If using contractor, Certificate of Insurance must be submitted with application.

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

**If yes, copies of all permits must be submitted before work begins.*

IT IS THE HOMEOWNER'S RESPONSIBILITY TO CONTACT THE CITY OF VIRGINIA BEACH TO DETERMINE PERMIT REQUIREMENTS.
See <http://www.vbgov.com/dept/planning/permits> for detailed info or email select@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 ASC has up to 35 days to respond to your request in writing. The clock does not begin until a complete application is received.

APPLICANT SIGNATURE: _____ DATE: _____

Return completed application to the address or fax number below or email to malcala@theselectgroup.us

Date Application Received: _____ Application Number Assigned: _____

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

**ST. ALBANS GLENN CONDOMINIUM ASSOCIATION, INC.
APPLICATION FOR EXTERIOR MODIFICATION, ALTERATION OR ADDITION
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_____ **THE REQUEST DESCRIBED ON PAGE 1 IS APPROVED**

BOARD MEMBER SIGNATURE

DATE

_____ **THE REQUEST DESCRIBED ON PAGE 1 IS APPROVED WITH THE FOLLOWING
CONDITIONS:**

BOARD MEMBER SIGNATURE

DATE

_____ **THE REQUEST DESCRIBED ON PAGE 1 IS DENIED**

BOARD MEMBER SIGNATURE

DATE

_____ **THE REQUEST DESCRIBED ON PAGE 1 IS DENIED BECAUSE OF THE FOLLOWING:**

BOARD MEMBER SIGNATURE

DATE