



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](mailto: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 [cdoneff@theselectgroup.us](mailto:cdoneff@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  
PAGE 2**

\_\_\_\_\_ **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