MEADOW LAKE FARMS
Homeowners Association, Inc.

APPLICATION FOR ARCHITECTURAL REVIEW

Date_____

Owner Name: _____

Unit Address _____

Mailing Address (if different than unit address)

_____

Contact Telephone:_____ (is this number home, cell, work)

In accordance with the Declaration, By-laws, and Rules and Regulations, I/we are requesting approval for the following described alteration/change/addition to the exterior of the home noted above and have enclosed the required documents below:

Fully Describe the Alteration/Change/Addition (ADD ADDITIONAL SHEETS AS NEEDED)
The application cannot be processed without full and complete description of the style of the item(s) to install or change. Please provide pictures if the item is not on the approved list of fixtures. (**ADD ADDITIONAL SHEETS AS NEEDED)**

_____
_____
_____
_____
_____
_____

Plans and specifications including type of materials to be used.

1. Survey, Site Plan, or Plot Plan showing location of addition or alteration on lot and in relation to existing structures.
2. Illustrations of any new or replacement components such as windows, door, lighting, gutters, etc.
3. Description of fencing to be added.
4. Contractor name, contact information, and license number (if applicable).
5. Owners are responsible for all code compliances including, but not limited to, federal, state, and local code compliance.
6. Photographs/Drawings.
7. Other (please describe).

CONTINUED ON REVERSE SIDE

c/o The Select Group, 2224 Virginia Beach Blvd., Suite 201, Virginia Beach, Virginia 23454
(757) 486-6000 fax: (757) 486-6988 email: vdurham@theselectgroup.us website:
www.theselectgroup.us

I/we understand that I/we must wait for written approval before beginning the foregoing alteration and that approval by the Board of Directors/Architectural Committee does not release us of our obligation to ensure that the alteration is in compliance with the applicable Building and Zoning Ordinances for the City of Chesapeake. I further understand that the Board/Committee has up to 45 days from receipt of this application to reply to this request.

Owners are responsible for obtaining permits for sheds, concrete, fences, etc. prior to beginning the requested alterations. All exterior alterations must be completed within 90-days from the date of the approval letter. Otherwise, the approval will be considered not acted upon and rescinded. The owner must reapply if the alteration or project is not completed within this 90-day window.

Signature/Date: _____

Decision of the Board of Directors/Architectural Committee:

☐Approved ☐Denied

Comments:

_____
_____
_____
_____

RETURN THE COMPLETED APPLICATION TO mromero@theselectgroup.us