

GLENCOVE CONDOMINIUM ASSOCIATION, INC.

3061 Brickhouse Court, Suite 109

Virginia Beach, VA 23452

Office: (757) 333-7675 | Fax: (757) 333-6872

Andre@CommunityFirstManagement.com

APPLICATION REQUEST FOR ARCHITECTURAL REVIEW

Date: _____

Owner: _____

Address: _____

Telephone: (H): _____ (Cell): _____

E-Mail: _____

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 my home:

Please describe the alteration/change/addition you wish to make:

The committee cannot process the application without full and complete description of the style of the item(s) to install. Provide pictures if the item is not on the approved list of fixtures. Provide as much information as applicable.

1. Plans and specification including type of materials to be used.
2. Survey, Site Plan, or Plot Plan showing location of addition or alteration on lot and in relation to existing structures.
3. Illustrations of any new or replacement components such as windows, door, lighting, gutters, etc...; Description of fencing to be added.
4. Contractor name, contact information, and license number (if Applicable).
5. Copy of Building and Zoning Permits from City (if applicable).
6. Photographs/Drawings.
7. Other (please describe).

I/we understand that written approval must be received **prior** to beginning the subject alteration, and that approval by the Architectural Committee does not release our obligation to ensure that the alteration is in compliance with the applicable regulations for the City of _____.

Signature

Signature

Approved by: _____ on: _____