

**WILLIAMSBURG COMMONS CONDOMINIUM ASSOCIATION, INC.**  
**APPLICATION REQUEST FOR ARCHITECTURAL REVIEW**

3061 Brickhouse Court, Suite 109

Virginia Beach, VA 23452

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

**Andre@CommunityFirstManagement.com**

Date: \_\_\_\_\_

Owner: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: (H): \_\_\_\_\_ (Cell) \_\_\_\_\_

E-Mail: \_\_\_\_\_

In accordance with the Declaration, By-laws, Rules and Regulations and Architectural Guidelines, I/we are requesting approval for the following described alteration/change/addition to the exterior of my home and/or lot:

**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, change or remove. 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 Norfolk.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Signature

Date Received by Management: \_\_\_\_/\_\_\_\_/\_\_\_\_. Date forwarded to Committee: \_\_\_\_/\_\_\_\_/\_\_\_\_.

Approved by \_\_\_\_\_ on \_\_\_\_\_

Date Applicant notified by Management of Approval / Denial: \_\_\_\_/\_\_\_\_/\_\_\_\_.

Reason for Denial, if any: \_\_\_\_\_.