

**APPLICATION FOR EXTERIOR ALTERATION
CYPRESS FARM OWNER'S ASSOCIATION**

Date Submitted: _____

Owner: _____

Property Address: _____

Mailing Address (if different): _____

Home Phone: _____ Work Phone: _____

In accordance with the governing documents of the Cypress Farm Owner's Association, we are requesting approval of the following described alteration:

Please submit the following attachments as appropriate ("**X**" indicates required attachments)

- Plans and Specifications including type of materials to be used (**required**)
- Construction Schedule (**required**)
- Physical Survey showing location of addition or alteration in relation to existing structures (Site Plan) (**required**)
- _____ Illustration of any new or replacement components (doors, windows, etc.)
- _____ Description of any change in exterior lighting
- _____ Description of plantings to be removed or added
- _____ Other

I understand that I must wait for receipt of your written approval of this application before beginning the foregoing alteration and that approval of such alteration does not release us of our obligation to ensure that such alteration is in compliance with all local, state or federal ordinances.

Applicant Signature

Date

Return completed applications to:

Cypress Farm Owners Association ARC
6550 Town Point Road, Suite 113
Suffolk, VA 23435

ACTION TAKEN

- _____ Approved as submitted
- _____ Approved with attached stipulations
- _____ Disapproved

By:

Printed Name/Title

Signature

Date