

**BENNETT'S CREEK LANDING HOMEOWNERS ASSOCIATION  
APPLICATION FOR EXTERIOR ALTERATION**

BENNETT'S CREEK LANDING HOMEOWNER'S ASSOCIATION  
5849 HARBOUR VIEW BLVD., SUITE 200  
SUFFOLK, VIRGINIA 23435  
TELEPHONE: (757) 484-0706  
FAX: (757) 484-3217

DATE \_\_\_\_\_

PROPERTY OWNER \_\_\_\_\_

PROPERTY ADDRESS \_\_\_\_\_

PHONE #      HOME \_\_\_\_\_      WORK \_\_\_\_\_

In accordance with the Declaration of Covenants and Restrictions, I/we are requesting approval for the following described alteration/change/addition, and have enclosed the documents designated below.

**Description of Alteration/Change/Addition:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

CONTRACTOR AND MAILING ADDRESS \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

ANTICIPATED CONSTRUCTION DATE \_\_\_\_\_

**ITEMS TO BE SUBMITTED FOR REVIEW:**

1. Site plans showing areas of improvement and dimension specifications.
2. Plans and specifications for improvement project to include type of materials to be used.
3. Survey, Site Plan or Plot Plan showing location of proposed addition or alteration.
4. Illustration of any new or replacement components such as windows, doors, lighting, gutters, etc., (if applicable).
5. Color palates of all requested changes and narrative of final color spectrum for entire house, (if applicable).
6. Elevation plan of excavation or change in grading, (if applicable).
7. Description of plantings or landscaping to be removed, added or altered.
8. Copy of building permit when obtained (if applicable) or other special permits where necessary.
9. All other materials relevant to the requested improvement.

Final approval will be based upon information supplied in or with the application. This approval is limited to design criteria established by the Architectural Review Board (ARB) of the Association and should not be interpreted as approval of any variation from restrictions or conditions imposed on the property owner by contract, other provisions of the recorded covenants, or any regulations or requirements of the local building inspector's office.

All applications/requests must be forwarded to the Association Manager. The deadline for submission will be the first of each month. The ARB will receive a packet of all requests for review at the monthly board meeting. All requests will be acted upon at the meeting and within seven days a letter of approval, denial or a request for additional information will be sent.

**I/we understand that I/we must wait for written approval before beginning the subject alteration and that approval by the Architectural Review Committee does not release our obligation to ensure that the alteration is in compliance with applicable regulations for the City of Suffolk, the Guidelines, Rules and Regulations and Restrictions established by the Bennett's Creek Landing Homeowners Association.**

Signature: \_\_\_\_\_

Signature: \_\_\_\_\_

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***For Architectural Review Board use:***

\_\_\_\_\_ The request as described is approved with the following stipulations:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Signature: \_\_\_\_\_

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

Signature: \_\_\_\_\_

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

Signature: \_\_\_\_\_

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

\_\_\_\_\_ The request as described is denied because of the following conditions:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Signature: \_\_\_\_\_

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

Signature: \_\_\_\_\_

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

Signature: \_\_\_\_\_

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