



APPLICATION FOR EXTERIOR ALTERATION

SHIPS LANDING HOMEOWNERS ASSOCIATION
5849 HARBOUR VIEW BLVD, SUITE 200
SUFFOLK, VIRGINIA 23435
OFFICE # (757) 484-0706
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In accordance with the Architectural Guidelines, we are requesting approval for the following described alteration(s) and in that connection are enclosing the appropriate documents as indicated below:

Brief description of alteration: _____

Please indicate in the space provided the date each of the following items was submitted:

- _____ Plans and specifications, including type of materials to be used during Construction schedule
 **** COPY OF SURVEY REQUIRED ****
- _____ Physical survey showing the exact location of the alteration or addition relation to the existing structure (s) (also know as a Site Plan)
- _____ Elevation plan of excavation or change in grading
- _____ Photograph(s)
- _____ Illustration of any new replacement components such as windows, doors, etc.
- _____ Description of and changes in exterior lighting
- _____ Other (please give brief description) _____

