

**APPLICATION FOR EXTERIOR ALTERATION**

APPLEWOOD SUBDIVISION OWNERS ASSOCIATION  
5849 HARBOUR VIEW BOULEVARD, SUITE 200  
SUFFOLK, VIRGINIA 23435  
OFFICE # (757) 484-0706  
FAX # (757) 484-3217

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

Name of Property Owner: \_\_\_\_\_

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

Phone number of Owner: \_\_\_\_\_

Contractor Name: \_\_\_\_\_

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

Date of Anticipated Construction Start & Finish: \_\_\_\_\_

Ladies and Gentlemen:

We are requesting approval of the following described alteration(s) in accordance with the Architectural Guidelines.  
Enclosed are the appropriate documents as indicated below:

\_\_\_\_\_

Brief description of alterations:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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

\_\_\_\_\_ Construction schedule

\_\_\_\_\_ Physical survey showing the exact location of the alteration or addition in 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

\_\_\_\_\_ Description of plantings or landscape to be removed, added, or altered

\_\_\_\_\_ Other (please give brief description) \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

I understand that I shall wait for receipt of written approval of this application before beginning the foregoing alteration(s), and that approval of such alteration(s) by the Architectural Review Board/Board of Directors does not release us of our obligations to ensure that such alteration(s) is in compliance with the applicable Building and Zoning ordinances for the City of Suffolk, and the guidelines and restrictions established by the Applewood Subdivision Owners Association. Please note that any damage caused to sidewalks, curbs, and streets due to the installation and/or construction of alterations will be my (the homeowners) responsibility to repair and/or replace, at my own cost and must be returned to its original condition.

**ALL EXTERIOR ALTERATIONS MUST BE COMPLETED WITHIN NINE (9) MONTHS FROM THE DATE OF THE APPROVAL LETTER.**

Sincerely,

\_\_\_\_\_

Signature of Applicant  
PLEASE PRINT:

\_\_\_\_\_

Date

Name: \_\_\_\_\_

Phone: (H) \_\_\_\_\_

(W) \_\_\_\_\_

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

(C) \_\_\_\_\_

(Fax) \_\_\_\_\_

**ARCHITECTURAL REVIEW COMMITTEE / BOARD OF DIRECTORS**

\_\_\_\_\_ Approved as submitted.

\_\_\_\_\_ Approved with attached stipulations

\_\_\_\_\_ Denied\*

**By:**

\_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_  
Print Name/Title

\_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_  
Print Name/Title

\_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_  
Print Name/Title

\_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_  
Print Name/Title

\_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_  
Print Name/Title

**\*COMMENTS:**