

BERKSHIRE MEADOWS HOMEOWNERS ASSOCIATION
APPLICATION FOR EXTERIOR ALTERATION

BERKSHIRE MEADOWS HOMEOWNERS ASSOCIATION
5849 HARBOUR VIEW BLVD., SUITE 200
SUFFOLK, VIRGINIA 23435
TELEPHONE: (757) 484-0706
FAX: (757) 484-3217

DATE _____

OWNER _____

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:

• **REQUIRED**
____ Survey/Site Plan/Plot Plan showing location of additions/alterations.

• **1 of 4 REQUIRED**
____ Plans and Specifications including type of materials to be used.

____ Illustration of any new or replacement components such as windows, doors, lighting, gutters, etc.

____ Description of plantings/trees to be removed or added.

____ Photographs/Drawings.

• **Miscellaneous**
____ Other (please describe, if needed).

I/we understand that I/we must wait for written approval before beginning the subject alterations and that the 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, State of VIRGINIA, and the Guidelines, Rules, Regulations and Restrictions established by the BERKSHIRE MEADOWS HOMEOWNERS ASSOCIATION.

Owner
Signature: _____

Owner
Signature: _____

Below for Board of Directors Signatures

____ 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: _____