



**APPLICATION FOR EXTERIOR ALTERATION**

**BOB WHITE LANDING OWNERS ASSOCIATION  
5849 Harbour View Blvd, Suite 200  
Suffolk, Virginia 23435  
(757) 484-0706**

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

Owner: \_\_\_\_\_

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

Phone: Home: \_\_\_\_\_ Work: \_\_\_\_\_

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:

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

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Please indicate in the space provided the date each of the following items was submitted or will be completed:

- Applicable Declaration Article/Section/Restriction
- Plans and specifications including type of materials to be used.**
- Construction schedule**
- Survey, Site Plan or Plat show the exact location of the alteration or addition in relation to the existing structure.**
- Elevation plan of excavation or change in grading
- Photograph(s)
- Illustration of any new or replacement components such as windows, doors, etc.
- Description of any changes in exterior lighting.
- Description of plantings or landscape to be removed, added, or altered.
- Side and rear elevations needed for sunrooms and screened porches.
- Decks need drawings showing railings and how it will tie into home.
- Name, Address and Phone of Contractor.**
- Other (Please Describe)
- ALL residents must call Miss Utility PRIOR to doing any digging. The number is 1-800-552-7001. Miss Utility will provide you with a confirmation number. You must enter that number here \_\_\_\_\_.**

\*Note: Please have your contractors contact you directly regarding this Application, not the Association Office.



# Application for Exterior Alteration

I/we understand that I/we must wait for receipt of your written approval of this application before beginning the foregoing alteration(s), and that approval of such alteration(s) by the Architectural Review Board does not release us of my/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 Bob White Landing Owners Association. This Application, with every item required, must be received in the Association Office seven (7) days prior to the ARB meeting date to be placed on the agenda.

Sincerely,

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date

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**ARCHITECTURAL BOARD USE:**

- Approved as submitted.
- Approved with Stipulations.
- Request Additional Information. (see attached)
- Denied. (see attached)

Stipulation(s)

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\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

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Date

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Signature

\_\_\_\_\_  
Date

