



APPLICATION FOR EXTERIOR ALTERATION

CULPEPPER LANDING NEIGHBORHOOD ASSOCIATION

525 S INDEPENDENCE BLVD., SUITE 200

VIRGINIA BEACH, VIRGINIA 23452

OFFICE # (757) 484-0706 EXT. 403

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EMAIL JTAYLOR@UNITEDPROPERTY.ORG

PLEASE PRINT

Name of Owner: _____

Property Address: _____

Phone Number: _____

Email Address: _____

Lot Number: _____

Date: _____

In accordance with the Architectural Guidelines, I am requesting approval for the following described addition(s), alteration(s) or modification(s) and are enclosing the appropriate documents as indicated below:

Brief description of alteration: _____

Please indicate which of the following items of explanation or documentation are included with your application:

_____ **REQUIRED:** Physical survey showing the exact location of the alteration or addition in relation to the existing structures, streets, and property lines. Please include dimensions, distances, etc)

_____ Elevation plan of excavation or change in grading

_____ Photograph(s)

_____ Plans and specifications, including type of materials to be used

_____ Description of and changes in exterior lighting

_____ Other (please give brief description) _____

_____ Illustration of any new replacement components such as windows, doors, etc.

_____ Construction schedule

Review of this application for a major project (new building, building addition, pool, etc) is charged a rate of \$100. Minor projects (fence, patio, landscaping, etc) will be reviewed at no charge. Payment in the form of check or money order, payable to the Association, and drawn on the homeowners' account, must be received before the application will be reviewed.

I understand that I must 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 Chesapeake and the guidelines and restrictions established by Culpepper Landing Neighborhood Association.

Signature of Applicant

Date

*****DO NOT WRITE BELOW THIS LINE*****

ARCHITECTURAL REVIEW COMMITTEE / BOARD OF DIRECTORS

_____ Approved as submitted

_____ Approved with stipulations

_____ Denied

Stipulations / reason for denial: _____

By: _____
Print Name/Title

Signature

Date