



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) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

