

APPLICATION FOR ALTERATION

DATE RECEIVED/UPA _____ DATE SUBMITTED/ASC _____

ASC'S DECISION WILL BE RETURNED IN WRITING WITHIN 30 DAYS OF SUBMISSION

RE: Lot _____, Section _____, Address _____ of

WOODBIDGE POINTE HOMEOWNERS ASSOCIATION

TYPE OF ALTERATION/ADDITION OR MODIFICATION (Check appropriate ones)

- Deck/Patio Sunroom Landscaping Wall
- Planting Building Porch Porch Rails
- Shed Gazebo Fence Alteration
- Guttering Excavation Grading Repair Other
- Exterior Finish Exterior Color Scheme New Construction

Description of other _____

CHECK EACH ONE WHICH WILL APPLY FOR YOUR REQUEST TO THE ASC

- Appropriate permits and licenses will be obtained as necessary to comply with the City of Virginia Beach codes and ordinances.
- Shed shall be built in compliance with the ASC Guidelines.
- Shed shall be the same color siding (or painted) to match the unit's color. Roof shingles shall be the same color as the existing roof shingles on the unit.

Please submit the following:

- *Plans and specifications
- * Physical survey showing exact location of alteration/addition or modification
- Illustration/Photos (i.e. brochure picture, camera snapshots) of any new replacement components such as windows, doors, etc.
- Contractor's name and specs
- *Photographs (must have for approval)
- Other _____

**where items must be submitted for approval*

Additional Comments or Descriptions:

Unit Owner(s) Name _____ (Printed) Agreed (Unit Owner(s) Signature _____ DATE _____

Please obtain up to four (4) signatures of adjacent and/or visually affected neighbors, if possible. Acknowledgment by neighbor(s) indicates awareness of alteration, not approval or disapproval.

NAME: _____

NAME: _____

ADDRESS: _____

ADDRESS: _____

NAME: _____

NAME: _____

ADDRESS: _____

ADDRESS: _____

APPLICANT: _____

DATE: _____

(SIGNATURE)

Should the Architectural Standards Committee fail to either approve or disapprove a submitted application within thirty (30) days after required plans and specifications have been submitted, the applicant may notify the ASC in writing as specified in Article VII Section 7.07 of the Wood Bridge Pointe Homeowners Association Declaration.

WARNING

Exterior alterations commenced without prior approval of the Architectural Standards Committee, are in violation of the Association Documents and are at the applicants own risk.

Please note that any approval or denial will be based on:

- Sufficient information given on the application.
- Unit owner's compliance with existing Covenants and Restrictions for the Association.
- Unit owners are current in payment of Assessments to the Association.

APPROVED

Architectural Standards Committee

DATE

DENIED

Architectural Standards Committee

DATE

PLEASE MAIL TO:
ARCHITECTURAL STANDARDS COMMITTEE (ASC)
WOODBIDGE POINTE HOMEOWNERS ASSOCIATION
525 S. Independence Blvd., Suite 200
Virginia Beach, VA 23452
FAX 757-499-7659