

ST. ALBANS GLENN CONDOMINIUM ASSOCIATION
APPLICATION FOR EXTERIOR MODIFICATION, ALTERATION OR ADDITION

Send application to: The Select Group
2224 Virginia Beach Boulevard Suites 201/202
Virginia Beach, VA 23454

Send questions to: select@theselectgroup.us

I. PROPERTY OWNER DATA

Name: _____

Address: _____

Telephone: _____ Email: _____

II. DETAILED DESCRIPTION OF REQUESTED ALTERATION:

PLEASE BE SURE TO INCLUDE ALL DETAILS. THE ASSOCIATION RESERVES THE RIGHT TO RETURN INCOMPLETE APPLICATIONS WITHOUT ACTION.

III. DESCRIPTION OF ALL MATERIALS TO BE USED:

IV. NAME OF CONTRACTOR (or SELF if applicable): _____

If using contractor, Certificate of Insurance must be submitted with application.

V. ARE CITY ZONING AND PERMIT APPROVALS REQUIRED FOR PROPOSED WORK? _____ NO _____ YES.

***If yes, copies of all permits must be submitted before work begins.**

IT IS THE HOMEOWNER'S RESPONSIBILITY TO CONTACT THE CITY OF VIRGINIA BEACH TO DETERMINE PERMIT REQUIREMENTS. See <http://www.vbgov.com/dept/planning/permits> for detailed info or e-mail select@theselectgroup.us with questions. Obtaining a City permit does not authorize construction – you MUST have ASC WRITTEN APPROVAL prior to starting any work. (See Declaration Rule 7.04).

Please Plan Ahead! The ASC has up to 35 days to respond to your request in writing. The clock does not begin until a complete application is received.

APPLICANT SIGNATURE: _____ **DATE:** _____

Date Application Received: _____ Application Number Assigned: _____

ASC Member _____ ASC Member _____ ASC Member _____
Approve/Disapprove Approve/Disapprove Approve/Disapprove

Applicant Notified of Decision: _____