

Completed applications must be received by 9:00 am the day prior to the ACC meeting. Please check with the office for dates and times of the meetings.

**GLENWOOD COMMUNITY ASSOCIATION
EXTERIOR ALTERATION APPLICATION**

PLEASE MAIL TO, OR DROP OFF AT:

Glenwood Community Association, Inc.
2097 Round Hill Drive
Virginia Beach, Va. 23464
Phone #: 471-6370

WARNING: Exterior alterations commenced without prior approval of the Architectural Committee are in violation of the covenants and are at the applicants own risk. (Please review the **GLENWOOD COMMUNITY ASSOCIATION, INC. Declaration of Covenants, Conditions, Restrictions and Easements.**)

FROM: (Print in ink or type)

NAME: _____

ADDRESS: _____

PHONE: _____ (H) _____ (W)

APPLICATION FOR : (check appropriate work)

NEW CONSTRUCTION _____ REPAIR _____ ALTERATION _____ LANDSCAPING _____ FENCE _____
RELOCATE EXISTING STRUCTURE _____ SHED _____ DECK _____ PORCH _____ PORCH RAILS _____
GUTTERING _____ TRIM REPLACEMENT _____ GRADING _____ EXCAVATION _____
YARD ORNAMENTS _____ EXTERIOR FINISH _____ EXTERIOR COLOR SCHEME _____

OTHER _____

DESCRIPTION OF ALTERATION: Supplemental sheets, sketches, and/or architectural drawings, fully describing the proposed alteration, **MUST** be attached along with a PLAT(SURVEY) indicating the proposed location of the alteration. In the case of an exterior color change, a sample of the new color along with a description of the existing color must be submitted. Failure to provide adequate information will result in the application being returned as denied. In case of paint change, the current and proposed color must be included.

NOTE: Should the Architectural Committee fail to either approve or disapprove any plans submitted to it within thirty (30) days from the date an application has been received, then it shall be deemed that such plans have been approved and applicant may proceed with same. (Covenants ARTICLE IV, Sec. 2.E.)

OWNER'S SIGNATURE _____ DATE: _____

TENANT'S SIGNATURE _____ DATE: _____