

COURTHOUSE ESTATES COMMUNITY ASSOCIATION, INC.

EXTERIOR ALTERATION APPLICATION

PLEASE MAIL OR DELIVER TO:

COURTHOUSE ESTATES COMMUNITY ASSOCIATION
C/O United Property Associates
525 S. Independence Blvd. Ste 200
Virginia Beach, VA 23452
Phone: (757) 518-3248 Fax: (757) 497-9133

PLEASE READ AND ENCLOSE ALL INFORMATION REQUIRED BEFORE SUBMITTING

Warning: Exterior alterations commenced without prior approval of the Architectural Committee are in violation of the covenants and are at the applicant's own risk. Please review your Courthouse Estates and Village documents thoroughly. All applications must be submitted to the Virginia Beach office of United Property Associates, on or before the 1st calendar day of each month to be considered for that calendar month's Village and Courthouse Estates Architectural Committee meetings.

FROM: (Please print in ink or type)

Name: \_\_\_\_\_

Address: \_\_\_\_\_ Village: \_\_\_\_\_

Home Ph: \_\_\_\_\_ Work Ph: \_\_\_\_\_ Email: \_\_\_\_\_

APPLICATION FOR (check appropriate work)

- Application options including: New Construction, Landscaping, Play Structure, Satellite Dish, Repair or Replace, Yard Ornaments, Fence, Wall, Relocate, Excavation, Deck or Patio, Porch or Porch Rails, Existing Structure, Grading, Shed, Exterior Color Scheme, Other Alteration, Pool or Hot Tub, Guttering, Exterior Finish.

DESCRIPTION OF ALTERATION: Plat (survey), supplemental photos, dimensions, sketches, related building materials/permits, architectural drawings, and fully describing the proposed alteration, must be attached before the ACC will review the application. 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.

ACKNOWLEDGEMENT: Please obtain four signatures of adjacent and/or visually affected neighbors wherever possible. Acknowledgement indicates awareness of intent, not necessarily approval or disapproval.

Name: \_\_\_\_\_ Name: \_\_\_\_\_

Address: \_\_\_\_\_ Address: \_\_\_\_\_

Name: \_\_\_\_\_ Name: \_\_\_\_\_

Address: \_\_\_\_\_ Address: \_\_\_\_\_

NOTE: The Architectural Committee has forty-five (45) days from the date a complete application package (including required signatures, plat (survey), sketches, etc.) is received to approve or deny each Application. By signing below, you acknowledge that if the modification(s) as constructed differ in any way from those described herein, your approval will not extend to such modification(s).

OWNER'S SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

TENANT'S SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

If Application is submitted by Tenant, Owner's signature is also required.

DID YOU REMEMBER TO ENCLOSE A COPY OF YOUR PLAT (SURVEY), WHICH SHOWS THE LOCATION OF YOUR HOME ON YOUR LOT PLUS THE LOCATION OF THE ADDITION OR CHANGE?