



800 Chimney Hill Parkway
 Virginia Beach, VA 23462
 Phone (757) 463-3805 Fax (757) 463-5266

REQUEST FOR ARCHITECTURAL CHANGE OR MODIFICATION

Date of Request: _____ Daytime Phone# _____

Owner: _____

Property Address: _____

Email address: _____

Single Family _____ Townhome _____ (If Townhome: Please see criteria for vinyl siding)

Desired Start Date: _____ Estimated Completion Date: _____

√	Type of Modification: (check as appropriate)	Color	Type	Style
	Roof			
	Siding			
	Trim			
	Fascia/Soffit			
	Gutters			
	Fence			
	Other (windows, shed, driveway, doors, patio, etc) Describe: _____			

Please see the items below for what we need to process your request:

- _____ Samples of material to be used, piece of shingle, color chart or cards
- _____ Illustration/Brochures of replacements such as windows, doors, gutters
- _____ Survey showing location of addition/alteration in relation to existing structures
- _____ Copy of Virginia Beach Building and/or Zoning Permits
- _____ Other _____

I understand that I must wait for written approval before beginning the foregoing alteration and that approval by the Architectural Control Committee does not release us of our obligation to ensure that the alteration is in compliance with Building and Zoning Ordinances for the City of Virginia Beach.

Owner's Signature: _____

OFFICE USE ONLY

Date Received: _____

APPROVED / DISAPPROVED BY: _____ **Date:** _____

2nd: _____ **Date:** _____

Inspector Comments: Please contact the office staff or email the propertyinspector@chimney-hill.net when this modification has been completed for a final closeout inspection. Thank you.

Permit Number if Required: _____