



800 CHIMNEY HILL PKWY VIRGINIA BEACH, VA 23462  
O: (757)463-3805 F :( 757) 463-5266  
WWW.CHIMNEY-HILL.NET

### ACC EXTENSION REQUEST

Date of Request: \_\_\_\_\_ Daytime Phone# \_\_\_\_\_

Owner: \_\_\_\_\_

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

Email address: \_\_\_\_\_

Single Family \_\_\_\_\_ Townhome \_\_\_\_\_

I am requesting an additional: 7 day's \_\_\_\_\_ 14 day's \_\_\_\_\_ 30 day's \_\_\_\_\_ OTHER (# of Days): \_\_\_\_\_

Reason for request:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Detail of work to be completed (Statement as to what you are going to do):  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

By signing below, I agree to complete the above listed repairs/work by the end of the requested extension. I also understand that the Architectural Control Committee of Chimney Hill is not obligated to grant an extension. Therefore, if an extension is denied, I am still responsible for correcting the violation by **(Original Completion Date)** \_\_\_\_\_ or accept the penalty assessed by the Board of Directors. If an extension is granted with conditions or for a period of time other than what was requested, I understand that it is still my responsibility to correct the violation(s) within the time frame and according to the conditions set forth by the Architectural Control Committee. If unforeseen circumstances prohibit you from correcting the violation in the timeframe given, please call the office at (757) 463-3805 or email the Property Inspector at [propertyinspector@chimney-hill.net](mailto:propertyinspector@chimney-hill.net) before the new completion date is reached to prevent further action.

Owner's Signature: \_\_\_\_\_

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**OFFICE USE ONLY**

Date Received: \_\_\_\_\_

APPROVED / DISAPPROVED BY: \_\_\_\_\_ Date: \_\_\_\_\_

2<sup>nd</sup>: \_\_\_\_\_ Date: \_\_\_\_\_

New Deadline Date: \_\_\_\_\_

**Inspector Comments:** Please contact the office or email the [propertyinspector@chimney-hill.net](mailto:propertyinspector@chimney-hill.net) when violation(s) has been completed for a final closeout inspection. Thank you.

Conditions: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_