



800 CHIMNEY HILL PKWY VIRGINIA BEACH, VA 23462  
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WWW.CHIMNEY-HILL.NET

**REQUEST FOR ARCHITECTURAL CHANGE OR MODIFICATION**

Homeowner's Name: \_\_\_\_\_

Chimney Hill Property Address: \_\_\_\_\_

Homeowner's Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

Homeowner's Mailing Address: \_\_\_\_\_

Desired Start Date: \_\_\_\_\_ Estimated Completion Date: \_\_\_\_\_

\*This request becomes invalid if not completed 30 days after the estimated completion date. If plans change then you would need to submit a new Request for Architectural Change or Modification\*

| √ | Type of Modification: (check as appropriate)    | Color | Type | Style | Dimensions |
|---|---|-------|------|-------|------------|
|   | Roof  |       |      |       |            |
|   | Siding  |       |      |       |            |
|   | Trim  |       |      |       |            |
|   | Fascia/Soffit                                   |       |      |       |            |
|   | Gutters   |       |      |       |            |
|   | Fence   |       |      |       |            |
|   | Driveway  |       |      |       |            |
|   | Shed  |       |      |       |            |
|   | Other(windows, doors, patio)<br>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, etc.
- \_\_\_\_ Survey showing location of addition/alteration in relation to existing structures
- \_\_\_\_ Copy of Virginia Beach Building and/or Zoning Permit

I understand that I must wait for written approval prior to starting any exterior work and HOA approval does not release us of our obligation to ensure that the modification/alteration is following the VB Building and Zoning Ordinances.

\_\_\_\_\_  
Homeowner's Signature

\_\_\_\_\_  
Date

**OFFICE USE ONLY**

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

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

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