



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	Manufacturer
	Roof				
	Siding				
	Trim				
	Fascia/Soffit				
	Gutters				
	Fence				
	Driveway				
	Shed				
	Other(windows, doors, patio) 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: _____

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: _____