



800 CHIMNEY HILL PKWY VIRGINIA BEACH, VA 23462
 O: (757)463-3805 F: (757) 463-5266
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	Placement/location
	Roof					
	Siding					
	Trim					
	Fascia/Soffit					
	Gutters					
	Fence					
	Driveway					
	Shed					
	Solar Panels					
	Other: (windows, doors, sidewalk, patio) Describe: _____					

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

- _____ Samples of material to be used and/or 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.
- _____ Copy of signed Party Wall Agreement.

Permit Number if Required: _____

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



IMPROVEMENTS/ ALTERATIONS:

CHCA Declaration of Covenants, Conditions and Restrictions, Article IV, Section 2, PARA (E): No improvements, alterations, repairs, change of paint colors, excavations or other work which in any way alters the exterior appearance of any property within Chimney Hill or the improvements located thereon from its natural or improved state existing on the date such property was first conveyed in fee by Declarant to a Public Purchaser or annexed to Chimney Hill, whichever is later, shall be made or done without prior approval of the Architectural Control Committee, except as otherwise expressly provided in this Declaration. No buildings, fence, wall, residence, or other structure shall be commenced, erected, maintained, improved, altered, made, or done without the prior written approval of the Architectural Control Committee or any committee established by the Architectural Control Committee for this purpose. Prior to starting any exterior improvements, alterations, repairs, change of paint colors, excavations, or other work which in any way alters the exterior appearance of any property, an ACC Modification Request and all supporting documents/permits would need to be submitted. The review process may take up to **thirty (30) days**, you will be notified once a decision has been made. Do not begin your project until approval is granted. Any homeowner that violates this declaration could be assessed a penalty by the Architectural Control Committee as allowed under Chimney Hill Community Association Declaration of Covenants, Conditions and Restrictions, Addendum 12-7-99, BK4181PG1187 and the Property Owner’s Association Act, Title 55.1, Subtitle IV, Chapter Adoption, and enforcement of rules. This law allows the Architectural Control Committee to assess a one-time fee of \$50.00 or a \$10.00 per day fee for up to 90 days. Any owner who violates this policy may also be required to remove any alterations or improvements that were not pre-approved by the Architectural Control Committee and could be liable for any legal fees incurred because of any actions bought by the Association. **NOTE:** If an alteration that requires a Virginia Beach City Permit is performed without the required Virginia Beach City approval the City will be notified of this alteration. The owner(s) of said property could be issued a complaint Permit and a City Permit Inspector will be dispatched to the property to verify this alteration and take the appropriate action(s) to enforce the City Code governing Alteration.

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.

