

Birdneck North Condominium Association, Inc.

c/o The Select Group, 2224 Virginia Beach Blvd., Suite 201, Virginia Beach, VA 23454
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Architectural Request Form

*(To be completely filled out and signed by Owner/ Contractor requesting
a change in structure or appearance of a Unit or limited common area)*

Unit: _____ Date: _____

Name(s) of Person(s) Making Request: _____

Type of Request: ___ Structural (Including plumbing and electrical)
 ___ Appearance
 ___ Other _____

Is a permit required by the city for this project? ___ Yes ___ No

Please describe your request, state whether a permit from the city is required and attach any photos, diagrams or specifications that will explain your request (this will help the Board of Directors in the decision process and may reduce any delays in decisions):

Note: If plans require plumbing or electrical work, contractor must provide copies of business license, proof of liability and worker's comp. insurance and must schedule outages with the Management Office at least 7 days in advance of the scheduled work. Contractor is also required to clean up all debris on common areas and remove trash from Association property daily.

I acknowledge that, per our Condominium Documents, any changes or alterations that require approval must be reviewed by the Board of Directors. I further acknowledge that no work may be started until I receive written approval from the Board, which may take up to 30 days. I also acknowledge that any and all approved alterations which may cause damage to or impede access to the Common and/or Limited Common Elements of the Association will be my responsibility to restore to the original condition. **I acknowledge no work may be started until I receive approval from the Board, which may take up to 30 days.**

Signature(s) of person(s) making request: _____

(For Board use)

Date Initial Request Received from Manager or Unit Owner: _____

Notes: _____

- ___ Approved as is
___ Approved with modification (_____)
___ Denied (See notes above for reason)
___ Contractor verifications pending (must be on file in the Office prior to start of work)

Signature of Board President: _____ Date: _____

Signature of Manager: _____ Date: _____