

# MEADOW LAKE FARMS

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## APPLICATION REQUEST FOR ARCHITECTURAL REVIEW

Meadow Lake Farms  
C/O The Select Group  
2224 Virginia Beach Blvd Suite 201/202  
Virginia Beach, VA 23454  
Office: (757)486-6000 Fax: (757) 486-6988  
[vdurham@theselectgroup.us](mailto:vdurham@theselectgroup.us)

Date \_\_\_\_\_

Owner \_\_\_\_\_

Address \_\_\_\_\_

Telephone (H) \_\_\_\_\_ (Cell) \_\_\_\_\_

E-Mail \_\_\_\_\_

In accordance with the Declaration, By-laws and Rules and Regulations, I/we are requesting approval for the following described alteration/change/addition to the exterior of my home and have enclosed the documents designed below:

**Describe the alteration/change/addition you wish to make**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

*The application cannot be processed without full and complete description of the style of the item(s) to install or change. Please provide pictures if the item is not on the approved list of fixtures.*

Plans and specifications including type of materials to be used.

1. Survey, Site Plan, or Plot Plan showing location of addition or alteration on lot and in relation to existing structures.
2. Illustrations of any new or replacement components such as windows, door, lighting, gutters, etc.
3. Description of fencing to be added.
4. Contractor name, contact information, and license number (if applicable).
5. Owners are responsible for all code compliances including, but not limited to, federal, state, and local code compliance.
6. Photographs/Drawings.
7. Other (please describe).

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I/we understand that I/we must wait for written approval before beginning the foregoing alteration and that approval by the Board of Directors/Architectural Committee does not release us of our obligation to ensure that the alteration is in compliance with the applicable Building and Zoning Ordinances for the City of Chesapeake. I further understand that the Board/Committee has up to 45 days from receipt of this application to reply to this request.

**Permits for sheds, concrete, fences, etc. are required and must be provided at the time the ARC is submitted for approval.**

**All exterior alterations must be completed within 90 days from the date of the approval letter. Otherwise, the approval will be considered not acted upon and rescinded. The owner must reapply if the alteration or project is not completed within this 90 day window.**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Signature

Approved or Denied by \_\_\_\_\_ on \_\_\_\_\_

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