

Courthouse Square Homeowners Association

Submit To: Diamond Management
P.O. Box 2068 Poquoson, VA 23662
Regina@Diamond-mgt.com
(757) 866-2265

APPLICATION FOR THE ARCHITECTURAL CONTROL COMMITTEE

Date: _____

Owner: _____

Address: _____

Telephone: H: _____ C: _____

Email: _____

In accordance with the Declaration of Covenants, Conditions and Restriction, I/We are requesting approval for the following described alteration/change/addition, and have enclosed the documents designated below:

Description of alteration/change/addition:

- Plans and Specifications including type of materials to be used.
- Survey, Site Plan or Plot Plan showing location of addition or alteration on lot/in relation to existing structures.
- Illustration of any new or replacement components such as windows, doors, lighting, gutters etc.
- Description of plantings/trees to be removed or added.
- Copy of city Building and Zoning Permits.
- Photograph/Drawings
- Other (please describe)

I/we understand that I/we must wait for written approval before beginning the subject alteration and that approval by the Architectural Control Committee does not release our obligation to ensure that the alteration is in compliance with the applicable regulations for the City of Gloucester.

Signature

Signature

APPLICATION FOR ARCHITECTURAL CONTROL COMMITTEE - Page 2

The request as described is **approved.**

Signature

Date

The request as described is **approved with the following conditions:**

Signature

Date

The request as described is **denied because of the following conditions:**

Signature

Date