

CHESHIRE FOREST HOMEOWNERS ASSOCIATION
EXTERIOR ALTERATION APPLICATION
Revised 6/18/20

Alteration: _____

Applicant Name: _____

Address: _____

Date of Request: _____ Phone: _____ Email: _____

Note: Exterior Alterations commenced without prior approval of the Architectural Control Committee (ACC) are in violation of the Architectural Guidelines and are carried out at the applicant's own risk.

Applicants must attach drawings, brochures, photos, etc. as necessary to provide complete explanations of the purpose and details of proposed alteration(s). Applicable dimensions, color scheme, materials to be used, etc. need to be included. Dependent upon the alteration, either a plot plan or a physical survey with a sketch of the alteration location(s) may be required. Please see page #25 of the ACC Guidelines for a list of suggested inclusions.

Unrelated projects need to be submitted via separate applications. The ACC may ask the homeowner for additional information or make suggestions for changes in the application to ensure compliance with guidelines. Homeowner/contractor responsible to obtain any/all required permits from the City of Chesapeake.

Acknowledgement: Please obtain signature of the adjacent and/or visually affected neighbors, as applicable. Acknowledgement indicates awareness of intent, not necessarily approval or disapproval.

1) Name/Address: _____

2) Name/Address: _____

3) Name/Address: _____

4) Name/Address: _____

Note: In most cases, applications are reviewed and approved by the Architectural Control Committee (ACC) within seven (7) to ten (10) days from the time the committee receives the application. Applicants shall receive an email from an ACC member or UPA with notification of the committee's decision. In addition, a copy of the approved or disapproved application shall be sent to the applicant by UPA to complete the process. This form may be dropped off at the Cheshire Forest Clubhouse on the designated day that the Property Manager is on site or it can be sent to the address below.

Owners Signature: _____ Date: _____

Please send to: John Kohlman, CMCA, Association Manager
United Property Associates
5849 Harbour View Blvd, Suite 200, Suffolk VA 23435-3768
(757) 484-3217 (fax) | jkohlman@unitedpropertyassociates.com

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BELOW TO BE COMPLETED BY ALL CONTRACTORS

I hereby acknowledge that I have read and will abide by the Governing Documents of Cheshire Forest Homeowners Association. I am aware that this application must be approved by the Architectural Control Committee before any work can begin.

Name & Company: _____

Signature: _____ Date: _____

Name & Company: _____

Signature: _____ Date: _____

Name & Company: _____

Signature: _____ Date: _____

Name & Company: _____

Signature: _____ Date: _____

Please note: Those Homeowners who are completing projects themselves should place their names on the form, add "Self" under company name and sign/date the form.

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**BELOW TO BE COMPLETED BY CHESHIRE FOREST BOARD AND/OR
ARCHITECTURAL CONTROL COMMITTEE (ACC)**

Date Application Received by Architectural Control Committee: _____

_____ Approved As Submitted

_____ Approved subject to the modifications listed below:

_____ Disapproved for the reason(s) listed below:

Signed By: _____
Cheshire Forest Homeowners Association Architectural Control Committee (ACC)

Signature: _____ Date: _____

Called Applicant: _____ Date: _____ Time: _____