

LOCATION OF IMPROVEMENT/MODIFICATION ON PROPERTY: Please provide an accurate, to scale drawing of your lot (taken from the Plat drawing) showing the exact site where you desire to construct the item. Include all associated streets, easements, and off-sets as required by the city, county, state or zoning commission where applicable. This drawing is a critical portion in the decision making process for obvious reasons (when applicable).

SUBMIT COMPLETED REQUEST FOR APPROVAL TO THE SALEM WOODS CIVIC ASSOCIATION OFFICE, 4549 Revere Drive, Virginia Beach, Virginia, 23456. Your Request will be considered as expeditiously as possible, normally at the next regularly scheduled *SWCA* Board of Director's meeting.

HOMEOWNER'S SIGNATURE: I/We the undersigned are the current occupants/owners of the address provided on this request and are aware of the liability assumed, if we should proceed with this project without written approval of the *SWCA* Board of Directors. We understand that this is the same liability that exists, if we under take projects as outlined in the Code of Standards without filing a Request for Approval.

NAME

SIGNATURE

DATE

***SWCA* Office Use Only**

Date Voted: _____ Approved: _____ Rejected: _____ Remarks: _____

_____ DRC int: _____ Notify Complete: _____