

COURTHOUSE GREEN

Homeowners Helping Homeowners

Construction Approval Form

Property address: _____

Owner: _____

Mailing address: _____

City, state, zip: _____

Telephone: _____

Describe the project for which you are requesting approval: _____

On what date do you plan to begin the project? _____

How much time do you anticipate needing to complete the project? _____

Contractor doing the work (if you are doing the work, write self): _____

Please read the following. Once you have completed the front of the form and have read the back of the form, please sign below and return it to the office at 400-A Advocate Court, Newport News.

1. This form is not complete until all applicable parts of the application are complete and all necessary information is received by the Board of Directors.

2. Plans and sketches should be on a good grade of paper. Plans should not be larger than 24" x 36" and must be reproducible.
3. This application will be reviewed by the Architectural Control Committee (ACC). The ACC will bring the matter to the Board of Directors at the next regular meeting of the Board of Directors, held on the second Thursday of each month at 7:00 p.m. The Board will respond, in writing, within 30 days of receipt of the application.
4. All waste from land clearing, construction, remodeling, demolition and repair operations on houses and other structures, as well as waste such as roof shingles, carpeting, etc. is uncollectible through curbside collection by the City of Newport News and must be removed by the owner at his own expense from Courthouse Green.
5. Any damage to the common area which results from the activity surrounding your project is your responsibility. The common area must be returned to its original condition.
6. Any modifications, improvements, or additions to the structure for which the owner does NOT have prior written approval shall be removed by the owner and the structure shall be returned to its original appearance.
7. A final inspection must be requested by the owner after the work is complete in order to complete this application.

Signature of applicant: _____

Date: _____

Approved by: _____ **(For office use only)**