

VGA Construction, Alterations, and Improvements APPROVAL REQUEST FORM

Please complete this form for requesting any changes, additions, to the exterior of your home, including all visible landscape area changes. ***Your plans must be approved by the Planning Committee prior to construction or alteration, and the project will be inspected upon completion to make sure it complies with the approved plans.***

Please refer to VGA Master Restrictions, Sections 3.03- 4.07, and Planning Committee Rules for basic requirements and information about improvements.

First step is to submit this completed application to the VGA office at 1555 Mosaic Way. If further information is necessary, a Planning Committee member will call you soon to find out more about your goals, and determine what plans need to be submitted, based on the scope of the project. If we have not been able to contact you within a week of submission of your application, contact our office so you can get your plans started. We welcome the chance to meet with you to go over your plans and answer any questions you may have.

Thank you for your cooperation.

PROPERTY OWNER: _____

PROPERTY ADDRESS: _____

PHONE: _____ **EMAIL:** _____

REQUEST PERMISSION TO MAKE THE FOLLOWING CHANGES TO THE PROPERTY EXTERIOR:

EXPECTED START DATE: _____ **EXPECTED COMPLETION DATE:** _____

SIGNATURE: _____ **DATE SUBMITTED:** _____

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DATE COMPLETED APPROVAL FORM REC'V: _____ **INITIALS** _____

APPROVED BY: _____ **DATE:** _____

COMPLETION APPROVED DATE: _____