

# WINDWARD SHORE PROPERTY OWNERS ASSOCIATION

## Approval Request for Additions, Exterior Changes and Modifications

Please mail or send to:

Windward Shore Association  
P.O. Box 340  
Henrico, NC 27842

or

Scan & E-mail to:

[Architecture@WindwardShores.org](mailto:Architecture@WindwardShores.org)

cc to: [President@WindwardShores.org](mailto:President@WindwardShores.org)

**From: (Please type or print)**

**Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_ **Lot#** \_\_\_\_\_

**Phone: Daytime** \_\_\_\_ - \_\_\_\_ - \_\_\_\_ **Evening** \_\_\_\_ - \_\_\_\_ - \_\_\_\_

**E-mail address:** \_\_\_\_\_

Describe the addition, exterior change or modification you are requesting approval for. Include all pertinent project information, sketches & plans for review and to insure your project meets all requirements identified in the Windward Shore Declaration of Protective Covenants. Failure to include pertinent information will delay the review process.

Proposed work dates: Begin \_\_\_\_\_, End \_\_\_\_\_

If you believe there are special circumstances to be considered in evaluating this request, please explain them here:

Acknowledgement by adjacent property owners is requested. Their signatures indicates an awareness of intent only and does not constitute approval or disapproval.

Name:

Name:

Address:

Address:

Lot#:

Lot#:

Signature:

Signature:

**Property Owner's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

If no action is taken by the association within sixty (60) days after submission of the plans and specifications, the request shall be deemed approved.