

800 CHIMNEY HILL PARKWAY
VIRGINIA BEACH, VA 23462
PHONE (757)463-3805 FAX (757)463-5266

ACC EXTENSION REQUEST

Extension days are counted from the original deadline. If an extension is granted, you will receive information by mail and/or email that will include the new deadline date and/ or reason for disapproval.

Please provide the following information:

Name: _____ Address: _____

Phone #: _____ Best contact time (for on-site inspections/questions): _____

Email Address: _____

Signature: _____ Date Signed: _____

I am requesting an additional (Mark the box with an X): 7 day's 14 day's 30 day's **OTHER (# of Days):** _____

Reason for request: _____

Detail of work to be completed (Statement as to what you are going to do): _____

Contractor Name: _____ Contractor Address/Phone #: _____

Contractor Phone #: _____ Contractor POC: _____

By signing below, I agree to complete the above listed repairs/work by the end of the requested extension. I also understand that the Architectural Control Committee of Chimney Hill is not obligated to grant an extension. Therefore, if an extension is denied, I am still responsible for correcting the violation by **(Original Completion Date)** _____ or accept the penalty assessed by the Board of Directors. If an extension is granted with conditions or for a period of time other than what was requested, I understand that it is still my responsibility to correct the violation(s) within the prescribed time frame and according to the conditions set forth by the Architectural Control Committee. If unforeseen circumstances prohibit you from correcting the violation in the timeframe given, please call the office at (757) 463-3805 or email the Property Inspector at propertyinspector@chimney-hill.net before the new completion date is reached to prevent further action.

OFFICE USE ONLY

Approved New Deadline Date: _____ Disapproved

Conditions set by inspector: _____

Authoring Signature

Printed Name

Date Signed Approved/Disapproved