

**Windwood Unit Owner's Association**  
***Application for Modifications or New Construction***

**Project Description** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Name and Address of Contractor** \_\_\_\_\_  
\_\_\_\_\_

**Please Print:**  
**Name** \_\_\_\_\_  
**Windwood Address** \_\_\_\_\_  
**Lot #** \_\_\_\_\_ **Phone** \_\_\_\_\_  
**Email address** \_\_\_\_\_  
**Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**Refer to the Second Amended Declaration of Common interest Community for West Virginia Resorts, pg. 21, VIII, C (Restrictive and Protective Covenants) thru page 26.  
Also, the BCC guidelines, pg. 27, VIII, D thru pg. 28.**

**Before approval can be granted the following items must be included and sent to the BCC:**

- ✓ Proposed final building plan
- ✓ Final specifications (must include interior living space ((sq ft)) and elevation and height of structure and utility entrances.
- ✓ Final complete exterior materials list (i.e., siding, roof, windows doors etc.)
- ✓ Final color and finish of exterior
- ✓ Site plan
- ✓ Final construction schedule
- ✓ Plat with location of structure and parking
- ✓ Adjoining neighbors/proximity sign off acknowledgement of your request (emails are acceptable).
- ✓ Copy of Tucker County Building Permit

Acknowledgement of at least two property owners that are adjacent to and/or have a view of the proposed change(s).

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

WW Address: \_\_\_\_\_ WW Address: \_\_\_\_\_

Phone #: \_\_\_\_\_ Phone #: \_\_\_\_\_

Signature: \_\_\_\_\_ Signature: \_\_\_\_\_

Date Received: \_\_\_\_\_

Please send or email completed packet to: **Building Control Committee, 1 Cessna Drive, Davis, WV 26260. Email: Carl.bowlen@gmail.com**

## **BCC COMMITTEE USE**

APPROVED \_\_\_\_\_ Date \_\_\_\_\_

DISAPPROVED \_\_\_\_\_ Date \_\_\_\_\_

INCOMPLETE PACKET \_\_\_\_\_ Date of Return to Individual \_\_\_\_\_

SIGNATURE \_\_\_\_\_ Date \_\_\_\_\_

SIGNATURE \_\_\_\_\_ Date \_\_\_\_\_

SIGNATURE \_\_\_\_\_ Date \_\_\_\_\_

## **EXECUTIVE BOARD USE**

APPROVED \_\_\_\_\_ DISAPPROVED \_\_\_\_\_ Date: \_\_\_\_\_

President's Signature \_\_\_\_\_