



## ENVIRONMENTAL REVIEW / REQUEST FORM

DATE: \_\_\_\_\_ ADDRESS: \_\_\_\_\_

NAME: \_\_\_\_\_ EMAIL ADDRESS: \_\_\_\_\_

HOME PHONE: (\_\_\_\_) \_\_\_\_\_ CELL PHONE: (\_\_\_\_) \_\_\_\_\_

**\*\* NOTICE\*\*** Approval of your request by the Willow Creek/Eagle Trace (WCET) Architectural Review Committee (ARC) Environmental Review Board does NOT constitute authorization to proceed with the work described in this request. You must contact Newtown Township and obtain Township Permits prior any work for which the Township determines permits are required. The WCET ARC will NOT obtain permits on your behalf – it is your responsibility. The WCET ARC does NOT determine if the described work requires a permit – the Township is the sole authority if a permit is required. DO NOT accept your contractor's opinion that a permit is not required. A copy of the approved permit must be provided to the WCET Association's Community Manager at the address listed below. If the Township denies a permit then the earlier provided WCET ARC approval is null and void.

I acknowledge I am responsible to obtain any needed township permits for the work described in this request and to provide the WCET Association a copy of approved permits BEFORE work begins.

I acknowledge I am responsible for the work / improvement(s) described in this request and I am the property owner or authorized by the owner to act in their behalf.

I acknowledge I am responsible to ensure any contractor I hire is properly licensed and insured. I am responsible to provide to the WCET Association's property manager a certification of the contractor's insurance and that the WCET Association is named as an additional ensured on the contractor's policy. I am responsible for the contractor's compliance with Association rules and regulations and Township Ordinances.

I understand that no work can begin until you receive approval from the WCET ARC. The approval letter is good for one year from issuance date.

I acknowledge my failure to comply with the above requirements may result in my being fined by the Association and may require the removal of the unauthorized work.

Proposed Start Date of Work: \_\_\_\_\_ Estimated Completion Date: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_ DATE SIGNED: \_\_\_\_\_



FirstService  
RESIDENTIAL

360 Eagle Road, Newtown, PA 18940  
(Office) 215-968-3789 \* (Fax) 267-364-5183 \* 24/7 Customer Service 800-870-0010



## Description of Proposed Improvement, Change, Addition, or Alteration:

1. Provide (attach) a detailed written description and as needed a sketch of the proposed improvement, change or alteration.
2. Provide a site sketch for improvement projects such as fences, decks, patios, gardens, planting of trees and shrubs, etc. Site sketches must show unit location (address), adjacent unit(s), and location of proposed improvements, property lines (meets and bounds), easements and setbacks. It is strongly recommended you obtain "as built plans" from the Office of The Recorder of Deeds of Bucks County and annotate your proposed improvement(s) on the plan.
3. Provide a color chip or material sample to show color and texture of the proposed work / improvement.

### Contractor Information:

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

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

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

Email Address: \_\_\_\_\_

-----

Once all items are received by the Committee/Board, a vote will take place. The process usually takes 2 weeks but can take up to sixty (60) days. The more detailed the information provided, the quicker the process time.

Mail completed request with any and all attachments to:

**FirstService Residential**  
**Willow Creek/Eagle Trace Homeowners Association**  
**ATTN: Environmental Review Board**  
**360 Eagle Road**  
**Newtown, PA 18940**

**\*E-mail (Rob.DeGeorge@fsresidential.com) and/or fax at 267-364-5183 is acceptable.**



**FirstService**  
RESIDENTIAL

360 Eagle Road, Newtown, PA 18940  
(Office) 215-968-3789 \* (Fax) 267-364-5183 \* 24/7 Customer Service 800-870-0010