



ENVIRONMENTAL REVIEW / REQUEST FORM

DATE: _____ ADDRESS: _____

NAME: _____ EMAIL ADDRESS: _____

HOME PHONE: (____) _____ CELL PHONE: (____) _____

**** NOTICE**** Approval of your request by the Raven's View I (RV I) Architectural Review Committee (ARC) Environmental Review Board does NOT constitute a permit authorizing the work. In situations where Township Permits are required, you must contact Newtown Township to obtain the proper Township Permits before proceeding (or allowing a third party to proceed) with the work. The RV I ARC will NOT obtain permits on your behalf – it is your responsibility. The RV I ARC does NOT determine if the described work requires a permit – the Township is the sole authority as to whether 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 RV I Association's property manager at the address listed below. In situations where a permit is required, any approval for the work by the RV I ARC shall be deemed conditional and, if a permit is denied by the Township, shall be deemed null and void.

By signing below, you acknowledge and agree to the following:

1. Permits:

- I am responsible for obtaining any required township permits for the work described in this request.
- I will provide the RV I Association with a copy of the approved permits *before* work begins.

2. Property Ownership:

- I affirm that I am the property owner or an authorized agent of the property owner with authority to manage the work/improvements described in this request.

3. Contractor Responsibility:

- I am responsible for ensuring that any contractor I hire is properly licensed and insured.
- I will ensure that the contractor lists the RV I Association and CAMCO as additional insureds on their liability insurance policy.
- I will provide the RV I Association's property manager with a current certificate of insurance from the contractor, including evidence that the Association and CAMCO have been added as additional insureds.
- I am responsible for ensuring the contractor complies with all Association rules, regulations, and Township Ordinances.

4. Work Authorization:

- I understand that, in addition to obtaining required permits, no work can begin until I receive written approval from the RV I ARC.
- I understand that the approval letter is valid for one year from the issuance date.

5. Non-Compliance:

- I acknowledge that failure to comply with the above requirements may result in fines imposed by the Association.
- I understand that unauthorized work may require removal and/or correction at my expense.

Proposed Start Date of Work: _____ Estimated Completion Date: _____

SIGNATURE: _____ Date Signed: _____



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.
4. A contractor's Certificate of Insurance must be received prior to performing any work. The Homeowner, Raven's View I, and CAMCO Management must be listed as additionally insured on the certificate.

Contractor Information:

Name: _____

Address: _____

Phone: _____

Email Address: _____

Once all items are received by the Committee/Board, a vote will take place. The process may take up to sixty (60) days, although when possible a response will be provided sooner. The more detailed the information provided, the quicker the process time.

Mail, Email, or Portal Submission should include this request form and documents outlined above. Submissions can be sent via mail or email to the below, or, you may upload through the Owner's Portal.

Mail:

Raven's View I Homeowners Association
c/o CAMCO
501 W. Office Center Dr. Ste 220
Ft. Washington, PA 19034

Email: dbraque@camcomgmt.com