



# ENVIRONMENTAL REVIEW / REQUEST FORM

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

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

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

**\*\* NOTICE\*\*:** Approval of your request by the Society Place 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 Society Place ARC will NOT obtain permits on your behalf – it is your responsibility. . The Society Place 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 Society Place Condominium Association’s property manager at the address listed below. If the Township denies a permit then the earlier provided Society Place 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 Society Place Condominium Association a copy of approved permits BEFORE work begins.

I acknowledge I am responsible for the work / improvement(s) described 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 Society Place Condominium Association’s property manager a certification of the contractor’s insurance and that the Society Place Condominium 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 I am responsible for any and all damages to common area Society Place property damaged during the installation process of my improvement.

I understand that no work can begin until you receive approval from the Society Place 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:** \_\_\_\_\_





**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 a decks, windows, doors, etc. Site sketches must show unit location (address), adjacent unit(s), and location of proposed improvements.
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: \_\_\_\_\_

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Once all items are received by the Board, a vote will take place. The process usually takes 2 weeks. The more detailed information provided, the quicker the process time.

Mail\*completed request with attachments to:

**FirstService Residential  
Society Place Condominium Association  
ENVIRONMENTAL REVIEW BOARD  
360 Eagle Road  
Newtown, PA 18940**

\*E-mail [Marsha.Marasco@fsresidential.com](mailto:Marsha.Marasco@fsresidential.com) and office # 215-968-3789 for assistance. .

