



ENVIRONMENTAL REVIEW BOARD/ARC

Request Form

Please use this form prior to any exterior changes or alterations made to your home including but not limited to doors, windows, shutters, HVAC units, decks, patios, walkways, etc.

Name: _____ Email Address: _____
Please print

Address: _____ Phone # _____

DESCRIPTION OF PROPOSED IMPROVEMENT, CHANGE, ADDITION, OR ALTERATION:

1. Prepare a sketch or a written description of the proposed improvement, change, addition, or alteration in sufficient detail for a Board decision. Include as much information as possible including color, size, model and manufacturer numbers and a picture if possible.
2. Provide a site sketch. Include unit location and indicate improvement location on property map.
3. Include a color chip or material sample to show texture or color of change.

CONTRACTOR INFORMATION:

Name: _____

Address: _____

Phone #: _____ Email Address: _____

Estimated Schedule of work being done: Start Date: _____ Finish Date: _____

Once started, work is to be completed within a reasonable time

I understand that the Association Board approval of this project does not waive the necessity for the unit owner to obtain township permits or comply with applicable building or zoning codes. Each contractor shall provide a **Certificate of Insurance** naming the Association as additional insured. Said certificate is to be sent to the Property Management office before any work may begin.

If this request is authorized and installed, the above described is the sole property of the unit owner requesting the approval. By executing this alteration, I accept all responsibility for its maintenance and good repair and certify that the work will be done by qualified personnel.

I understand that work cannot begin until receipt of written approval from the Association Environmental Review Board has been received. Approval is good for one year from the date of issue. If work has not begun within one year of receiving written approval, a new application should be submitted for review. The application process can take up to 30 days.

Homeowner Signature: _____ Date: _____

