



ENVIRONMENTAL REVIEW / REQUEST FORM

DATE: _____ ADDRESS: _____

NAME: _____ E-MAIL ADDRESS: _____

HOME PHONE: _____ MOBILE _____

**** 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 ensuredon 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 deck, 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: _____

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.

Send the completed request with attachment:

Via mail: **Society Place Condominium Association**
c/o CAMCO Management
501 W. Office Center Drive, Suite 220
Ft. Washington, PA 19034

Via e-mail: Ellie Slomine – eslomine@camcomgmt.com

