



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 attest as follows:

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

I affirm I am the property owner or authorized agent of the property owner to manage the work / improvement(s) described in this request.

I acknowledge I am responsible to ensure any contractor I hire is properly licensed and insured, and that they add RV I Association and CAMCO as additional insureds on their liability insurance policy. I understand I must provide the RV I Association's property manager with the contractor's current certificate of insurance along with evidence that the Association and CAMCO have been added as additional insureds. I am responsible for the contractor's compliance with Association rules and regulations and Township Ordinances.

I understand that, in addition to required permits, no work can begin until I receive approval from the RV I 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 and/or correction of any 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 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: Jrobbins@camcomgmt.com