

Alteration Request

(Please read & sign the Statement of understanding on the reverse side)

1. _____
Name of owner requesting approval
2. _____
Owner Phone number
3. _____
Date
4. _____
Unit address of Alteration
5. _____
Proposed start date
6. _____
Completion Date
7. _____
Mailing address of owner (if other than address unit address)
- _____ Email address of owner
8. Type of Alteration: _____ Landscape _____ Unit Exterior _____ Fence/wall _____ Other
9. Location of Alteration: _____ Front _____ Rear _____ Side _____ Other

10. Scope of Alteration:

Explain in detail what you are requesting permission to do, including dimensions if applicable. Attach a drawing, photo, or literature depicting the proposed alteration to help illustrate your modification.

11. Material to be used:

Describe the type and color of material (or plantings) and the quantities of each. Include samples if possible

12. Effect on Existing Common Area:

Explain if any common elements will be affected by this alteration. Will plantings be removed? Will any portion of a deck, patio, retaining wall, privacy fence be dismantled or removed? Will any part of the common area be concreted or similarly covered?

13. Signature of neighbor(s) nearest to your unit (right, left, or across the street) signifying that they have been made aware of his proposed alteration.

14. Additional Notes
