

Application for Approval of Proposed Alteration

Name: _____

Date: _____

House #: _____ Contact info: Phone: _____

Email: _____

1. Describe fully the nature of the proposed alteration in terms of the shape, dimensions, materials and location on your lot. Attach additional sheets of description, drawings and/or other materials if necessary. Remember that a complete description will allow the Control Committee to quickly decide upon the acceptability of your proposal. Please provide pictures of existing condition, pictures of proposed replacement and color (if applicable).

Date of expected completion: _____

2. Notify your immediate neighbor(s) and any other property owners who may be affected by your alteration by showing them this completed application with all of its attachments. Obtain their signatures as witness of their notification.

Note to affected neighbor(s): Your signature does not imply either approval or disapproval of the applicant's proposal, but merely your acknowledgement of the application's existence. If you object to the proposal, you must submit a memo to the Control Committee within 5 working days, outlining your reasons for objection.

<u>Signature</u>	<u>House #</u>	<u>Date</u>
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_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Do Not Write Below This Line – For Control Committee Use Only

Date received: _____ Chairman's signature: _____

Application returned for: _____

Application Approved : _____

Application Denied: _____

Reason for Denial

Completed project inspected by: _____ Date: _____