



Alteration Request for Approval

Resident Name: _____ Phone #: _____
Community Name: _____ Space #: _____

Description of work: _____

Supporting documentation must include:

- Plot plan showing existing site and proposed improvements.
- List of materials to be used.
- Contractor business license.
- Contractor proof of bond.
- Photos of area(s) impacted by proposed work.

Contractor: _____ Contractor Phone #: _____

| | | |
|---|-----|----|
| Is a permit required by the local jurisdiction? | Yes | No |
| Have the R&R been reviewed by Resident? | Yes | No |
| Will digging be required? | Yes | No |

** Management recommends calling for locate service of utilities if any digging is required to perform the work. Resident is responsible for damaged utility lines.*

Anticipated Begin Date: _____ Anticipated End Date: _____

Submission of this alteration request does not guarantee approval by Management. No work may begin without written approval by Management. Resident agrees to only make alterations according to the guidelines submitted in this request once Management has given approval.

Submitted On: _____ Submitted By: _____
Received By: _____

-
- Approved
 - Declined
 - Request Additional Information: _____

 - Approved with Conditions as Stated: _____



Alteration Request Requirements for Wheel Chair Ramps

1. Wheel chair ramps shall be installed under the carport side of home unless extenuating circumstances prevent doing so.
2. Wheel chair ramps railing supports must be installed vertically, not horizontally.
3. Wheel chair ramps may not be constructed past the front of the home and in no circumstances shall wheel chair ramps exit directly to the street.
4. Wheel chair ramps may not block access to utility meters and supply lines.
5. Materials used to construct the wheel chair ramp must be painted to match the home.
6. The underneath of the ramp must be enclosed with materials to match the home.
7. Resident is required to obtain all permits as required by all applicable jurisdictions.
8. Resident must use a licensed, insured and bonded contractor.
9. The ramp must be removed when no longer needed or when the home is sold, whichever occurs first.
10. Resident must maintain the ramp in good condition and not allow it to deteriorate.

Resident requesting approval of a wheel chair ramp has read the above requirements for wheel chair ramps and agrees to abide by them, unless otherwise agreed to in writing.

Resident

Resident



Alteration Request Requirements for Sheds

1. Shed alterations may not extend beyond the back of the existing carport and/or home.
2. Shed alterations may not extend beyond the outside edge of the carport.
3. Total shed space allowed at any individual home site may not exceed 200 square feet.
4. Parking for two vehicles is required under the carport. Therefore, sheds may not be built within 36' of the front of the home.
5. Shed roof must tie into the carport.
6. Shed alterations may not enclose utility stands, hook-ups and meters.
7. Materials used to construct the shed addition must be painted to match the home.
8. Resident is required to obtain all permits as required by all applicable jurisdictions.
9. Resident must use a licensed, insured and bonded contractor.
10. Resident must maintain the shed in the future and not allow it to deteriorate.

Resident requesting alterations to a shed or for a shed has read the above requirements for sheds and agrees to abide by them, unless otherwise agreed to in writing.

Resident

Resident