RJ Community Mgt.
4900 Perry Highway
Building 1, Suite 300
Pittsburgh, PA 15229
Ph: 412-550-0003
Fax: 412-227-9003
www.RJCMgt.com

Towne Square North HOA
Application for Alteration

NO ALTERATION MAY BEGIN UNTIL APPROVAL IS GRANTED
Please email your completed form to the Community Manager or mail to the address above.

1. _____
   Name of homeowner requesting approval (Please print) Date

2. _____
   Address of home where alteration will occur

3. _____
   Phone number(s)

4. _____
   Email address(es)

5. _____
   Mailing address of homeowner (If different than above)

6. Type of alteration:

   Landscape ☐ Building Exterior ☐ Other ☐ (Please specify): _____

7. General location of alteration in or around your home:

   Front ☐ Side ☐ Rear ☐ Other ☐ (Please specify): _____

8. Scope of Alteration: Please explain in detail what you are requesting permission to do, including exact location and dimensions:

   _____

   _____

   _____

   _____

9. Effect on the Existing Area: Explain if any existing elements will be affected by this alteration (will existing shrubs be moved, or part of existing porches be dismantled, etc.):

   _____

   _____

   _____

(Continued on next page)

10. Describe the type, appearance, and quantity of all materials to be used:

_____

_____

_____

11. Effect of alteration on neighbors to either side of your home:

_____

_____

_____

_____

12. Signature of nearest neighbors to the right and left of your home signifying that, as a courtesy, the adjoining neighbors have been made aware of this alteration request.

_____ _____

NOTE: If you are unable to obtain the signatures of one or both of your neighbors, you must explain the reason below:

_____

_____

13. If applicable, please attach a drawing showing all existing elements, including shrubs and porches in solid lines and proposed alterations in dotted lines. Include the first three feet of your neighbors' homes and yard in the drawing. Show distance from nearest existing elements to proposed additions or alterations.

14. Expected start date: _____ Completion date: _____

15. Additional Notes:_____

_____

Please attach drawings, brochures, pictures, etc. to this form.

APPLICANT: PLEASE DO NOT WRITE BELOW THIS LINE.

_____

Approved By: _____ Date: _____

Title: _____