



COTTINGHAM COURT CONDOMINIUM
ASSOCIATION ALTERATION REQUEST
FORM

1. _____
Owner(s) Name(s) Requesting Approval

2. _____
Address Where Alteration Will Be Made

3. _____
Mailing Address of Owner, if different from above

4. Type of Alteration (circle one): Landscape or Building Exterior or Other
Please specify other: _____

5. Location of Alteration (circle one): Front or Side or Rear or Other
Please specify other: _____

6. Please explain in detail what you are requesting permission to do, including
the approximate dimensions:

7. Please describe the type of materials to be installed:

8. Will any existing elements be affected by this situation (circle one): Yes or No
If yes, please specify:

9. Explain the effect, if any, the alteration may have on neighbors to either
side of your home, or other residents of your building:

10. Please obtain the written consent of your neighbors to either side of your home

Signature Date:

Signature Date:

11. What is the expected start date/time: _____

12. What is the expected completion date/time: _____

13. Please attach a sketch/drawing showing all existing elements, including landscaping, porches and proposed alterations, including distances between nearest existing elements to proposed additions or alterations. Alternatively, please describe in writing such distances between the nearest existing elements and proposed additions/alterations:

14. Please provide the name, address, and telephone number of any contractor(s) that will be utilized to perform the work. Please attach or fax to our property manager a copy of his/her insurance and a draft copy of the bid you are proposing to accept.

15. Please describe any additional information that may be important for the Board to consider:

I, _____, owner of ____ (unit number) _____
(Cottingham Court or Sheffield Court), hereby declare the above information to be true and accurate to the best of my knowledge. I also understand that if this alteration is approved, I must execute an Alteration Contract prior to the commencement of any work.

Unit Owner #1 Date:

Unit Owner #2 Date: