DATE: _____

# Marshall Heights
# Application for Alteration Approval

## *NO ALTERATIONS MAY BEGIN UNTIL APPROVAL IS GRANTED*

1. _____
   Name of homeowner requesting approval (Please print) Phone number (s)

2. _____
   Address of home where alteration will occur

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

4. Type of alteration:

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

5. Location of alteration in or around your home:

   _____ Front _____ Side _____ Rear _____ Other

   If other, please specify: _____

6. Scope of Alteration - Please explain in detail what you are requesting permission to do - include approximate dimensions if appropriate:

   _____

   _____

   _____

   _____

   _____

7. Materials to be used - Describe the type of materials (or shrubs) to be installed and/or removed and quantities of each material:

   _____

   _____

   _____

   _____

(Continued on next page)

8. 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.):

_____

_____

_____

_____

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

_____

_____

_____

_____

10. 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:

_____

_____

**11. 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.**

12. Expected start date:_____ Completion date:_____

13. Additional Notes:_____

14. _____
Signature of homeowner requesting approval

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

APPLICANT: PLEASE DO NOT WRITE BELOW THIS LINE.

_____

Approved By: _____

Title: _____

Date: _____