

DATE: _____

WESTCHESTER COURT II CONDO ASSOCIATION
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)

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:

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.):

(Continued on next page)

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: _____

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

APPLICANT: PLEASE DO NOT WRITE BELOW THIS LINE.

Approved By: _____

Title: _____

Date: _____