

ORCHARD PARK HOMEOWNERS ASSOCIATION

**REQUEST FOR APROAL TO MAKE EXTERIOR ALTERATIONS**

1. \_\_\_\_\_  
(Name of Owner Requesting Approval)

\_\_\_\_\_ (Approximate Date) \_\_\_\_\_ (Approximate Date)  
**To Begin Alteration** **Completion of Alteration**

2. \_\_\_\_\_  
**Address of Unit where Alteration will occur**

3. \_\_\_\_\_  
**Home Phone number of Applicant** **Work/Cell Phone Number Applicant**

4. \_\_\_\_\_  
**Mailing Address of Unit Owner (if other than address in #2)**

5. **Type of Alteration:** \_\_\_\_\_Landscape \_\_\_\_\_Building Exterior \_\_\_\_\_Other  
(if other, please explain): \_\_\_\_\_

6. **Location of Alteration in respect to nearest unit:** \_\_\_\_\_Front \_\_\_\_\_Side \_\_\_\_\_Rear

**7. Scope of Alteration:**

Please explain in detail what you are requesting permission to do-include approximate dimensions if appropriate:

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**8. Materials to be Used:**

Describe the type of materials (or shrubs) to be installed and/or removed and quantities of each material:

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**9. Signature of nearest owners (residing there) to the right and left of your home to signify they have been made aware of this alteration: (Not necessary for like-kind replacement request)**

*Note to Neighbors: Your signature indicates you have been notified of this proposed alteration. If you object to this alteration, please contact either the management office, or a Board or EPM Member at once!*

\_\_\_\_\_  
**Name/Signature of Neighbor**

\_\_\_\_\_  
**Name/Signature of Neighbor**

\_\_\_\_\_  
**Address**

\_\_\_\_\_  
**Address**

**10. Additional Information:**

Please attach a drawing depicting the proposed alteration. Include a site/plot plan, material sample, photographs, manufactures literature and color chips (if applicable) to help illustrate your modification.

**11. In order for this review and approval to be considered, the following conditions must be agreed upon by you:**

*Association representative(s) (Board or Committee member, managing agent, etc.) reserves the right to enter upon or access your property without notice for the purposes of inspection prior to, during, and after completion of the proposed alteration you are requesting,*

**Notes:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Owner Signature

\_\_\_\_\_  
Date