

## PLEASE NOTE

Your contractor's CERTIFICATE OF INSURANCE and LICENSE must be attached to the alteration application before your application can be considered. We do not accept faxes of insurance certificates. Please have your contractor sign the application when he brings you the CERTIFICATE OF INSURANCE and LICENSE. Please fill out the entire application. The application is for the home owner (a copy must be given to the office to keep on file). If you are contemplating an addition of any kind, a drawing with dimensions must also be submitted with the application.

All building permits must be obtained by the contractor or homeowner.

Please remember, your request will only be addressed if the necessary documents are attached to the application when you submit it for consideration. If the form is not completed, it will be returned to you.

The above requests are for your protection. Proof of Work completed needs to be given to office for your file for future reference. Proof is needed for vent cleaning and electrical work.

### Cheesequake Village Association Owner's Request For Alterations

Owner's Name \_\_\_\_\_ Phone # \_\_\_\_\_

Owner's Address \_\_\_\_\_

Type of Alteration \_\_\_\_\_

**OWNER GUARANTEES TO REPAIR OR RECTIFY ANY DAMAGE DUE TO THE ALTERATION IN PERPUITY AT RESALE OF HOME. BUYER MUST BE NOTIFIED THAT HE IS RESPONSIBLE FOR THE ABOVE ALTERATIONS.**

OWNER'S SIGNATURE \_\_\_\_\_ DATE: \_\_\_\_\_

In case of emergency - contact the C.V.A. office by phone or send a note stating when the job will be done and where

Contractor's Name \_\_\_\_\_

Contractor's Address \_\_\_\_\_

Contractor's Insurer \_\_\_\_\_

Contractor's insurance certificate must be attached and include coverage for liability, workman's compensation, completed operation; contractual liability with hold harmless clause.

Drawing plan or blueprint of installation must be attached. Contractor guarantees to repair or rectify any damages to the home due to installation.

Contractor's Signature \_\_\_\_\_ DATE: \_\_\_\_\_

CVA Approval \_\_\_\_\_ DATE: \_\_\_\_\_

Contractor must notify the CVA upon start and completion of installation. Township & CVA permits are required before alterations may begin.(except in case of emergency.) When replacing A.C. unit, old unit must be removed and area sealed.

*SEE NEXT PAGE*

## PROCEDURE FOR ALTERATIONS

a) Alteration form must be obtained from the office of the Association. This is for any change, installation of common elements i.e. patios, walks, enclosures, canopies, etc. including tree shrubs and gardens, A/C, furnaces or hot water.

Sanction for any installation form must have the signature of the trustees.

**CHEESEQUAKE MANOR/TOWNHOUSE** - No extensions on ground or second level OK to enclose upstairs patio or ground level. END UNITS may extend entrance with permission from BOT.

**GETTYSBURG (upper level)** OK to enclose existing patio. with appropriate columns.

**GETTYSBURG (lower Level)** enclosure permitted. May be extended no more than 7' from sliding door and 11' along side of building from utility room.

Williamsburg (ranch) enclosure permitted. may be extended not more than 8' from sliding doors and 11' along side of building.

### ANY DEVIATION MUST BE DISCUSSED WITH THE BOARD OF TRUSTEES

B) material used in exterior construction of enclosures must be of non-maintenance type such as glass or aluminum and must match the building.

C) Enclosures to be attached to existing structures, no free standing summer houses permitted.

D) No outside structures permitted such as tool sheds, tool boxes or kennels.

E) Any installation without permission signed by the Board of Trustees is totally unauthorized. Any changes made to the property without authorization or no information in the specific file of a unit owner will be considered illegal and subject to removal. Appropriate legal action will be taken to order removal of any such change in the unit.

F) Under no circumstance will the Cheesecake Village Assoc. be responsible for the maintenance, upkeep, repair or insurance of any addition or enclosure either inside or outside of such addition or enclosure. This shall remain the responsibility of the homeowner making such changes and their successor.

G) Requests for construction of enclosures, additions, walks or canopies shall have attached to the alteration form drawings or sketches of "front view", "elevation", "width", "depth" and "length". Dimensions shall be shown in all details before approval and materials to be used must be stated. No approval without this information.

H) Contractor is required to produce to the Association a letter head of the company, Certificate of Insurance and license prior to beginning of installation.

I) If in the future, any change to the original structure that may cause a problem or detract from the look of the property as determined by the association shall be removed.

OWNER SIGNATURE \_\_\_\_\_ DATE: \_\_\_\_\_

*SEE NEXT PAGE*

# **PLUMBING/HEATING AND COOLING REGULATIONS GUIDELINES FOR THE UNIT OWN WARNING**

THE NEW JERSEY ASSOCIATION OF PLUMBING, HEATING ANND COOLING CONTRACTORS AND THE NEW JERSEY STATE LEAGUE OF MASTER PLUMBERS WANT YOU TO KNOW:

IF YOU ARE OFFERING YOUR SERVICES FOR PLUMBING,AS DEFINED IN CHAPTER 1 OF THE NATIONAL STANDARD PLUMBING CODE AND PL14"0-2, IN THE STATE NEW JERSEY WITHOUT A PLUMBING LICENSE, YOU ARE IN VIOLATION OF PUBLIC LAW N.J.S.A.45:14-12-3, WHICH IS A CRIMINAL DISORDERLY PERSONS OFFENSE PUNISHABLE BY UP TO \$1,000.00 FINE AND SIX MONTHS IMPRISONMENT FOR THE FIRST OFFENSE.

**ALL ELECTRICIANS AND PLUMBERS MUST HAVE A LICENSE AND INSURANCE.**

## **AN ALTERATION FORM MUST BE FILLED OUT BEFORE WORK IS STARTED**

### **Ordinary Repairs not requiring permits:**

- Installation ,Repair Of Finish Material I.e. Painting, Rugs, Flooring
- Replace Glass As Long As The Opening Is Not Reduced Or Enlarged
- Replace Of Porch Or Stoop That Does Not Support The Roof
- Repair Or Replace Any One Plumbing Fixture Except Shower Valves
- Repair Or Replace Electrical Receptacle, Switch Or Light Fixture Except Gfi
- Replacement Of Smoke Detector

### **REQUIRING PERMITS**

**Additions  
Replacement Of Shower Valves  
Add A Dormer  
Decks  
Fences  
Lawn Sprinklers  
Finished Basements  
Hot Water Heater  
Furnace/Boiler  
Gas Piping  
Air Conditioners  
Add Water Connection  
Fire/Burglary System  
Antennas/Satelite Dishesupgrade Or Replace Electrical Service  
Windows  
Replace Roof  
Vinyl/Aluminum Siding**

Plan review may take up to twenty (20) days. If the documents do not comply, the applicant will be notified of violations and corrected documents will have to be submitted.

*SEE NEXT PAGE*

## **INSPECTIONS REQUIRED**

**All construction usually required all/some of the following:**

Footing Prior To Pouring Concrete  
Foundation Walls Prior To Backfill  
Rough Plumbing, Electric Prior To Framing Inspection  
Insulation Inspection Prior To Sheetrock  
Final Building, Electric, Plumbing & Fire

If you should have any questions as to whether a permit is required for a particular project call us at

732-721-5600 ext 2420

When a condition occurs that effects the environmental conditions of an occupied space, the conditions may be considered an emergency Repair. The replacement of a furnace or hot water heater is an example. When this occurs, you are required to obtain a permit within 72 hours after work is completed. Copies of some of the forms needed (technical sheets only) be viewed and printed from our webpage at:

<http://www.oldbridge.com>