

**APPLICATION FOR MODIFICATIONS TO UNIT/LOT**

UNIT OWNER: \_\_\_\_\_

UNIT ADDRESS: \_\_\_\_\_ Phone: \_\_\_\_\_

DATE OF APPLICATION: \_\_\_\_\_ Association: \_\_\_\_\_

I/We understand that pursuant to the Association's Governing Documents the grounds and structures within the Association are common or limited common elements. As such those elements are under the control of the Association's Board. Any changes or modifications to any unit or lot require the prior written consent of the Board of Trustees. I/We wish to undertake certain changes to my unit/lot as more specifically described herein and on the attached plans or drawings, and do hereby request that the Board consider my application for these changes.

I/We understand and agree that...;

- any proposed modification shall substantially conform with the existing characteristics of the community to the extent possible.
- the Board may take up to forty-five (45) days to review my application.
- **NO WORK** may begin before I receive written approval from the Board.
- My contractor shall be licensed in the State of New Jersey as required and dictated by the work anticipated
- My contractor shall supply a copy of his current/valid State license
- My contractor shall provide a certificate of insurance naming me, the Association and Managing Agent as additional insured
- If I start modifications before receiving approval a **STOP WORK** order may be issued
- If the modifications implemented do not conform with the plans the Board may take action
- The action may require restoration of the property to its original appearance
- I/We may be fined for not complying with the plans or specifications as approved
- It is the unit owner's responsibility to check with the municipality to determine if permits are required
- I/We will obtain all permits and inspections as may be required by the municipality

I also understand and agree that certain permits, licenses or other governmental requirements may be necessary for my proposed changes and hereby agree and warrant that I shall obtain all necessary permits, licenses, inspections and approvals or fulfill any other requirement set forth by any Governmental agency.

By affixing my signature to this document, I hereby represent and affirm that no work contemplated to the unit will change the appearance of any portion of the exterior other than as specifically stated herein; and that nothing shall be done to the unit, lot or common or limited common elements which will impair the structural integrity of any building or which will structurally change a building. The proposed modifications will not include any additions, alterations or improvements that will affect the structure of the building in any way or impair any easement.

In order to have the Board consider your application please provide a detailed description of your intended change or modification. Also attach a diagram or plans to illustrate your request. For extensive projects (i.e. finished basement) please be sure to include a drawing for each department (building, electrical, plumbing, etc.). Any attachments become a part of the application.

PLEASE NOTE THAT BOARD APPROVAL IS REQUIRED  
**PRIOR** TO APPLYING FOR ANY MUNICIPAL PERMITS.

Description of work:

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Signature of homeowner(s): \_\_\_\_\_

Signature of homeowner(s): \_\_\_\_\_

**OTHER ITEMS THAT SHOULD BE SUBMITTED FOR PROMPT REVIEW:**

- Plans depicting the proposed project, if appropriate
- Product brochures, including pictures, as available
- Copy of Contractor's NJ Contractor's license
- Certificate of insurance from contractor's insurance company

**BOARD APPROVAL:**

President	_____	Date	_____
V. Pres.	_____	Date	_____
Secretary	_____	Date	_____
Treasurer	_____	Date	_____
Member	_____	Date	_____

Approval/Denial letter sent: \_\_\_\_\_

***If you have ANY questions or need ANY assistance in submitting your request please feel free to contact the Management Office at any time - 908-852-0656.***

Thank you