

# Resident Exterior Modification Request

Issued/Revised: 06/2022

**HOMETOWN AMERICA**  
COMMUNITIES

Date

Resident Name

Resident Site Address

Resident Phone Number

Project Start Date

Project Completion Date

- Remodeling, additions, modifications, and/or improvements of any kind must be approved by Hometown America. All work must be in compliance with the local and state regulations and permitting. It is the responsibility of the resident to obtain the necessary permits and provide copies of the permit to management. **HOMETOWN AMERICA WILL NOT BE RESPONSIBLE FOR ANY PROBLEMS PERTAINING TO ELECTRICAL, PLUMBING, SEWER (from home to street) CABLE OR TELEPHONE.**

Description of work to be performed. Submission must include attached drawing and material list with samples if possible. Attach additional sheet if more room is needed

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## Contractor List

List all contractors who will be coming onsite for modification request. If the contractor is not licensed, they must be approved by the Community Manager.

Vendor Name

Phone Number

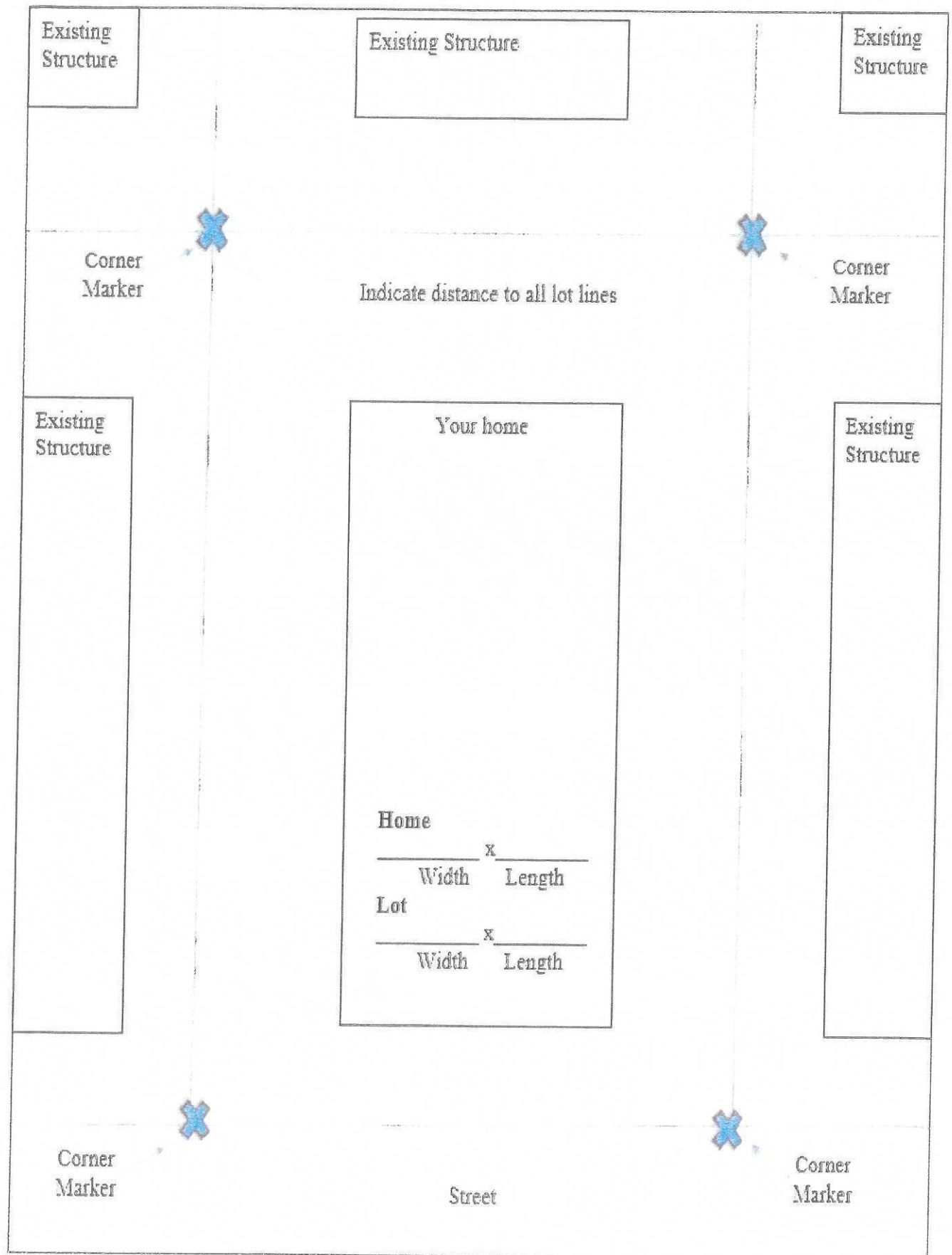
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|                          |     |                          |    |
|--------------------------|-----|--------------------------|----|
| <input type="checkbox"/> | Yes | <input type="checkbox"/> | No |
| <input type="checkbox"/> | Yes | <input type="checkbox"/> | No |
| <input type="checkbox"/> | Yes | <input type="checkbox"/> | No |
| <input type="checkbox"/> | Yes | <input type="checkbox"/> | No |

- If this project requires any engineering, blueprints, formal plans, or permits, these must be attached and included in this initial submission for approval. If this project goes above and beyond the ability to draw on this form, please include a drawing, pictures, or example as a separate attachment for approval.
- All modifications must abide by all local/municipal guidelines and requirements. All modifications must abide by community guidelines and requirements. Any modifications performed outside of this signed agreement are subject to removal at the expense of the below signed resident.
- It is the resident's responsibility to obtain any permits required by the city or county. A copy of these permits must be provided to HTA community management. If you are unsure whether your project requires a city or county permit, please visit your local building department website, or call them directly for additional information.
- Hometown America will provide approval, additional information request, or denial within 10 business days of this request being complete and submitted to community management.

### **Project Drawing**

1. Use the attached form to complete a detailed site plan for the modification request.
2. Be as detailed as possible and include all relevant measurements.
3. Draw any proposed structure(s) and existing structures on the diagram below at the approximate location and identify the type of structures (e.g. decks, awning, etc.). Indicate the distance from the lot line to the proposed structure. Also indicate the length and width of the structure
4. Indicate the exact distances from the structures on adjacent lots if located with 10 (ten) feet of your lot line.
5. Enter length and width of the manufactured home (including eaves) and length and width of the lot.
6. No vegetation is allowed under the manufactured home or habitable accessory structure. Lot must be properly graded to ensure that water cannot accumulate beneath the manufactured home.



- Upon signing this form, the resident is stating that all information submitted and/or attached is true and accurate. All work will be performed according to this agreement, and anything not included in this agreement is subject to removal at the expense of the below signed resident.
- Work cannot start until the application requirements have been fully met, and project has been approved.
- Any modification not completed within 15 Days of the above Projected Completion date must be resubmitted for approval and new Resident Exterior Modification Request form completed.
- There will be a final inspection to ensure the terms of this agreement are adhered to. It is the responsibility of the resident to notify community management when this project is complete and ready for final inspection.

I, \_\_\_\_\_ (Print Name), hereby submit this application for review. I acknowledge and accept this as a binding agreement and will adhere to all regulations noted herein.

Resident Signature \_\_\_\_\_

Date \_\_\_\_\_

*Office Use Only*

Date Received \_\_\_\_\_

Application Review Notes

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☐ Approved as is.

☐ Approved with Noted Changes

☐ Denied

Approved By (Print) \_\_\_\_\_

Management Signature \_\_\_\_\_

Project Approval Date \_\_\_\_\_

### Final Inspection

All modifications are subject to a final inspection by community management to confirm the modifications are compliant, abide by signed agreement, and do not violate any community or local guidelines and requirements. Community Management to schedule this inspection with the resident within 15 days of the Projected Completion Date above.

Inspection Date \_\_\_\_\_

Inspection Notes

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Completed modification has been inspected and approved.

☐ Yes

☐ No

This exterior modification is complete, and no further work will be completed with this request.

#### *Resident Acknowledgement*

Resident Name (Print) \_\_\_\_\_

Resident Signature \_\_\_\_\_

Date \_\_\_\_\_

#### *Management Acknowledgment*

Inspected By (Print) \_\_\_\_\_

Management Signature \_\_\_\_\_

Date \_\_\_\_\_