

Application for Exterior Alteration or Maintenance of Building or Land

*CONTROLLED BY DECLARATION OF COVENANTS AND RESTRICTIONS AFFECTION WESLEYAN HILLS
ASSOCIATION, INC. PROPERTIES – ARTICLE X*

Mail To:

Westford Real Estate Management
Wesleyan Hills Association - ALRC
348 Hartford Tpke, Suite 200
Vernon, CT 06066
860-528-2885

Date _____

Or email to:

WesleyanHills@westfordmgt.com

In accordance with the Declaration of Covenants and Restrictions referred to in deed covering the below described property, I/We hereby apply for written consent to make the following exterior changes to the premises located at:

.....
Lot number and address

Description of Changes desired (give full details of exact location on the above property, purpose, type and color of materials used):

.....
.....
.....
.....
.....

(If change is other than exterior painting or reroofing of structure – attach hereto sketch, architectural plan, etc. of structural change; ground planting, fencing or rearrangement.)

I/We desire to do this work on or before _____

If work is not commenced in six (6) months from date _____
request must be resubmitted.

I/We understand and agree that no work on this request shall commence until written approval by the Wesleyan Hills Association, Inc. Architecture and Landscape Review Committee has been received by me/us.

Owner(s) of Record

Contact Information

Signature(s) _____

Home Phone _____

Print Name(s) _____

Mobile Phone _____

FOR NEIGHBORS INFORMATION:

YOUR NEIGHBOR HAS APPLIED TO THE ARCHITECTURAL/LANDSCAPE REVIEW COMMITTEE (ALRC) PURSUANT TO THE ATTACHED APPLICATION FOR EXTERIOR ALTERATION OR MAINTENANCE OF BUILDING OR LAND.

PLEASE SIGN BELOW TO INDICATE YOU HAVE HAD THE OPPORTUNITY TO REVIEW SAID PLAN.

YOUR SIGNATURE ON THIS FORM DOES NOT CONSTITUTE YOUR APPROVAL OF THE APPLICATION OR APPROVAL FOR THE APPLICANT TO PROCEED. IT INDICATES THE FACT THAT YOU HAVE BEEN GIVEN NOTICE OF THE PROPOSED CHANGE AND HAVE HAD THE OPPORTUNITY TO REVIEW THE APPLICATION TO THE EXTENT YOU SO DESIRE.

IF YOU HAVE ANY QUESTIONS OR COMMENTS, PLEASE CONTACT THE MANAGEMENT FIRM.

NEIGHBORS SIGNATURE & ADDRESS

DATE

Notification of Action: ☐ or ☐

Notification of Action: ☐ or ☐

Notification of Action: ☐ or ☐

Notification of Action: ☐ or ☐

Notification of Action: ☐ or ☐

Notification of Action: ☐ or ☐

Notification of Action: ☐ or ☐

Certificate of Insurance Insert Info

Please provide this information to the contractor for his insurance company to prepare the Certificate of Insurance:

There are **2 large empty boxes** at the bottom of the “Certificate of Insurance Form”;

In the box that is *second from the bottom* of the Certificate of Insurance Form, labeled “*Description of Operation*”, place the following information *exactly* as follows:

Wesleyan Hills Association, Inc. and Westford Real Estate Management, LLC, are named as additional insured’s. Unit Owner’s name.

In the box *at the very bottom* of the Certificate of Insurance Form labeled “*The Certificate Holder*”, place the following information *exactly* as follows:

**Westford Real Estate Management, LLC
348 Hartford Turnpike, Suite 200
Vernon, CT 06066**

Architectural & Landscape Review Committee (ALRC) CHECKLIST & INFORMATION

The following chart is designed to provide a quick checklist of items needed to make a complete application to the Wesleyan Hills ALRC for some of the most common changes to property. It is **not** meant to be an exhaustive list of either items needed for an application to be deemed complete nor is it intended to be an exhaustive listing of items that require ALRC approval. For further information, refer to the Wesleyan Hills Association Architecture and Landscape Review Committee Guidelines (June 2002 or most recent version).

	Plot Plan showing location	Materials Example	Style	Color	Style/Color of other parts of dwelling	Landscape Plan	Photo of existing area/structure
Decks *1,*6	X	X	X	X	X	X	X
Painting		X		X	X		X
Roof *6		X	X	X	X		X
Vinyl *2		X	X	X	X		X
Landscaping *3	X	X				X	X
Ext. Lights	X	X	X		X		X
Dog House/Run	X	X	X	X	X	X	X
Clothesline	X	X				X	X
Shutters *6		X	X	X	X		X
Fences *1, *4	X	X	X	X	X	X	X
Sheds *1, *4, *6	X	X	X	X	X	X	X
Pools *1, *5	X	X			X	X	X
Alteration/Addition *1, *6	X	X	X	X	X	X	X
Driveways *7	X	X				X	X
Satellite Dishes	X	X					X
AC *8	X	X				X	X

*1 –Must meet city building codes (Building Permit may be required)

*2 – Not approved for all areas of Wesleyan Hills (not approved in the Red Section)

*3 – Must not interfere with neighbor's views or with traffic sight lines.

*4 – Are discouraged.

(Size appropriate fences of wood may be approved if needed for visual or acoustical privacy or for safety.)

(Sheds must be to rear of dwelling and share a common wall with dwelling. Must be of same style, material and color as the dwelling)

*5 – Above ground pools are not approved. In-ground pools must be at rear of house and in location that does not impact neighboring lots with respect to noise, light or sight lines. Fences must meet city code and ALRC standards. Most lots will not be thought appropriate for pool installation.

*6- Must be compatible with original building in respect to style, materials and colors.

*7 – Must have at least a gravel base, a hard surface is preferred.

*8 – Permanent installations through the wall or in a window must be approved. Compressor location must be approved and screened.