

## Modification Request Form for Exterior Architectural / Landscaping Changes

Submission of this form and written approval, in advance, is required before any/all exterior modification(s) of the premises or Unit are made. Approval process normally takes 45 days.

I apply for permission to make the following alteration(s) to the premises in accordance with the provisions of the Association, the Declarations and/or Township/Borough Zoning/Ordinances.

ASSOCIATION NAME:
Date:
Name:
Lot #
Address1:
Address2:
Telephone #'s:
Email:
Signature:

Nature of Modification:


**Requests MUST include any drawings/sketches with dimensions, sizes, plot plans, pictures, brochures or specifications for review. Additional impervious surface must be clearly identified including the new Square Footage of impervious coverage.**

**Insurance: All hired contractor(s) MUST provide a Certificate of Insurance with the name of your Association added as an 'Additional Insured'. Insurance Certificates must come from the unit owner (not the contractor) and submitted with this form.**

**Submit the complete package to:**

**North Penn Real Estate  
 Attn: Reeves Miller  
 2131 N. Broad St, Suite 102, Lansdale, PA 19446  
 215-855-0767 (Fax)  
[reevesm@northpennrealestate.com](mailto:reevesm@northpennrealestate.com) (Scan/email)**

\*\*\*Kindly inform the Association within 30 days of completion of the modifications.\*\*\*

**For Official Use Only**

ARC Action:	Returned for Additional Information or Revision	<input type="checkbox"/>	Approval Recommended	<input type="checkbox"/>	Approval Not Recommended	<input type="checkbox"/>
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ARC Comments:


Committee Signature(s): \_\_\_\_\_  
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Board Signature(s): \_\_\_\_\_  
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