

ARBOR TRAIL HOMEOWNERS ASSOCIATION

**REQUEST FOR APPROVAL TO MAKE EXTERIOR ALTERATIONS**

1. \_\_\_\_\_ (Approximate Date)  
**Name of Owner Requesting Approval** **To Begin Alteration**
2. \_\_\_\_\_ (Approximate Date)  
**Address of Unit where Alteration will occur** **Completion of Alteration**
3. \_\_\_\_\_  
**Home Phone Number of Applicant** **Work Number of Applicant** **Email Address of Applicant**
4. \_\_\_\_\_  
**Mailing Address of Unit Owner (if other than address in #2)**
5. **Type of Alteration:** \_\_\_\_\_ Landscape \_\_\_\_\_ Building Exterior \_\_\_\_\_ Other  
(If other, please explain): \_\_\_\_\_
6. **Location of Alteration in respect to nearest unit:** \_\_\_\_\_ Front \_\_\_\_\_ Side \_\_\_\_\_ Rear  
Other (please explain): \_\_\_\_\_
7. **Scope of Alteration:**  
Please explain in detail what you are requesting permission to do - include approximate dimensions if appropriate: \_\_\_\_\_  
\_\_\_\_\_
8. **Materials to be Used:**  
Describe the type of materials (or shrubs) to be installed and/or removed and quantities of each material:  
\_\_\_\_\_  
\_\_\_\_\_
9. **Contractor to be used:** \_\_\_\_\_ **Phone number:** \_\_\_\_\_
10. **Signature of nearest owners (residing there) to the right and left of your home to signify they have been made aware of this alteration :** \_\_\_\_\_ (OR)  
**Signature of neighbor whose unit is a uniform pair with unit seeking alteration approval if such alteration, per the Architectural Design Guidelines, requires that neighbor (or future neighbor) conform to the new feature upon replacement: (note to neighbor – your signature here binds you and future owners to conform to this style of feature upon replacement)**  
\_\_\_\_\_  
**Signature/Address of Neighbor** **Signature/Address of Neighbor**
11. **Additional Information:**  
Please attach a drawing depicting the proposed alteration. Include a site/plot plan, material sample, photographs, manufacturers literature and color chips (if applicable) to help illustrate your modification.
12. In order for this review and approval to be considered, the following conditions must be agreed upon by you: *Any costs involved to implement the requested alteration are yours to bear, and, in no way gives you any exclusivity to the use of this Common Area. Should this requested alteration require any additional maintenance or upkeep, any additional costs for such future maintenance or upkeep will be at your expense.*

**Notes:** \_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Owner Signature

\_\_\_\_\_  
Date