

PRESTLEY HEIGHTS MANOR HOMEOWNERS ASSOCIATION
REQUEST FOR APPROVAL TO MAKE EXTERIOR ALTERATIONS

1. _____
Name of Owner Requesting Approval _____ **To Begin Alteration**

2. _____
Address of Unit where Alteration will occur _____ **Completion of Alteration**

3. _____
Home Phone Number of Applicant _____ **Work Phone 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 include with request all drawings/sketches)
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. **Signature of nearest neighbors to the right and left of your home to signify they have been
made aware of this alteration:** (Not necessary for like-kind replacement requests)
*Note to Neighbors: Your signature indicates you have been notified of this proposed alteration. If
you object to this alteration, please contact either the management office or a Board Member.*

_____ **Signature/Address of Neighbor** _____ **Signature/Address of Neighbor**

10. **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.

Notes: _____

_____ **Owner Signature**

_____ **Date**