

REQUEST FOR EXTERIOR ALTERATION

NAME: _____ DATE: _____

ADDRESS: _____ PHONE: _____

INSTRUCTIONS:

1. Fill out and submit to the Board of Directors by the monthly meeting.
2. Describe the proposed alteration as specifically as possible (including dimensions, colors, location, etc.) Make a sketch if necessary on the back of this request form.
3. **Miss Utility MUST be notified and have marked the area where any digging is to be done BEFORE any digging is started. THIS IS THE RESPONSIBILITY OF THE INDIVIDUAL MAKING THE REQUEST.**
4. **Approval of any alteration by the Board of Directors does not waive the necessity of obtaining the required government approvals and permits and it is the responsibility of the individual making this request to meet city/county building codes and zoning requirements where applicable.**
5. There is a forty-five (45) day time limit for the completion of any approved alteration as of the date of the approval by the Board of Directors. After 45 days the request must be re-submitted for approval.

SUMMARY OF THE PROPOSED ALTERATION:

Board of Directors Action:

Approved: _____

Disapproved: _____

I WILL NOT HOLD Newberry Condominium Association RESPONSIBLE FOR ANY DAMAGES INCURRED BY THE PROPOSED ALTERATION.

Unit Owner's Signature: _____