
Hempfield Green Residents Association

ARCHITECTURAL and LANDSCAPE REQUEST FORM

PURPOSE To be used to request changes to the exterior of your unit or premises as per the Associations Declaration.

Follow these steps in this order (check off each box when completed or acknowledged):

- Review County/City/Township/Borough permit process and any applicable HOA rules
- Drawing of your plans showing property boundaries and a copy of your property plot plan
- If applicable, you have reviewed the Association's Approved Components and Colors sheet
- Submit your request for approval **in advance of scheduling any work being done** to Woo-Cat Martin at support@woocatmanagement.com (included should be):

- All items requested above, AND:
- Any brochure/color pictures (if color needs approval)
- Copy of contractors bid

Applicable insurance documentation:

DYI (doing it yourself) = submit a copy of homeowner's insurance

Non-DYI (using others) = submit a copy of the contractor's insurance certificate (must show work comp coverages if contractor has employees)

- I agree to obtain any necessary building permits once this request is approved
- I agree to submit a copy of the building permit to the HOA's mgt co before construction begins
- I agree to contact **PaOneCall** (www.paonecall.org or 8-1-1) at least 3 days before any digging.

DATE OF REQUEST: _____ HOME PHONE: _____ MOBILE PHONE: _____

Property owners NAME: _____

UNIT ADDRESS: _____

Date you wish to begin work: _____ (approval can take up to 30 days)

Number of days' work expected to take PLACE: _____

Describe the change you wish to make to the exterior of your dwelling or premises. List any size, color, and type. Attach a contractor's sketch of where and what you wish to do (if applicable).

The applicant certifies that all information on this application is correct and the work will be completed in accordance with the approved, construction documents and PA Act 45 (Uniform Construction Code) where applicable. The property owner and applicant assume the responsibility of locating all property lines, setback lines, easements, rights-of way, flood areas, etc. Issuance of approval of this request shall not be construed as authority to violate, cancel or set aside any provisions of the codes or ordinances of the Association, Municipality or any other governing body. The applicant certifies he/she understands all the applicable codes, ordinances, and regulations. Application for a permit shall be made by the *owner* of the unit, building or structure.

_____ Applicant's Signature & Date

Please email this completed form and all supporting documents to: Support@WooCatManagement.com