

**APPLICATION FOR EXTERIOR CHANGE**

Community: **Clifton Mill Community Association**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

I hereby make application to make the following change/improvement to my property:

\_\_\_\_\_  
\_\_\_\_\_

Describe improvement and enclose your property survey with improvement indicated on survey, you may also enclose a sketch which specifies, if needed, so The Board can review your application in detail.

Contractor's name address and phone number: \_\_\_\_\_

\_\_\_\_\_ Date work to begin: \_\_\_\_\_

**PLEASE NOTE:** You must provide the Association with a Certificate of Insurance from your contractor and a copy of your permit(s) **PRIOR** to the commencement of work beginning.

**REQUIRED DOCUMENTS: PROPERTY SURVEY WITH SKETCH, CONTRACTOR'S DETAILED PROPOSAL, A PHOTOCOPY OF THEIR BUSINESS LICENSE, AND CERTIFICATE OF INSURANCE.**

I understand that the approval of this project does not waive the necessity to obtain township permits or comply with applicable building or zoning codes and that failure to obtain necessary permits will automatically void this approval if granted.

If this request is authorized and installed, the above described is the sole property of the unit owner requesting the approval. By executing this alteration, I accept all responsibility for its maintenance and good repair and certify that the work will be done by qualified personnel.

I understand that no work can begin on this until receipt of written approval from the Board of Directors has been received.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Mail To: CMSG, Ltd.  
455 Larchmont Blvd. Ste 14A, Mt. Laurel, NJ 08054 Or Fax: 856-802-1056

Do Not Write In This Space - For Committee Use Only

**Date Rec'd by Management:** \_\_\_\_\_ **Mailed to Board:** \_\_\_\_\_ **Rec'd by Board:** \_\_\_\_\_

**Approved:** \_\_\_\_\_ **Board Signature:** \_\_\_\_\_

**Approved Subject to:** \_\_\_\_\_

\_\_\_\_\_

**Disapproved:** \_\_\_\_\_ **Reason for Disapproval:** \_\_\_\_\_

\_\_\_\_\_