**INDIAN FIELD HOMEOWNER ASSOCIATION**

**EXTERIOR CHANGE REQUEST FORM**

Date \_\_\_\_\_\_\_ / \_\_\_\_\_\_\_ / \_\_\_\_\_\_\_

TO: Comet Management Address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

15 Ames Blvd.

Hamburg, NJ 07419

**Description of exterior change request.** Include detail such as the dimensions, materials, color, design, location, impact on the structure, impact on our neighbors, and other pertinent data. :

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Owner's (Print Name) and Signature Address (if different than property address) Phone Date

If this application is approved, services will be provided by:  Self  Contractor or Third Party *(complete below)*

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

Name of Contractor / Third Party Address Phone

Work Start Date: \_\_\_\_\_\_\_ / \_\_\_\_\_\_\_ / \_\_\_\_\_\_\_ Estimated Work Completion Date: \_\_\_\_\_\_\_ / \_\_\_\_\_\_\_ / \_\_\_\_\_\_\_

*Association Administrative Use Only*

 APPROVED  DISAPPROVED Reviewer Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_ / \_\_\_\_\_\_ / \_\_\_\_\_\_

Any approval granted shall be subject to the Exterior Change Form “Submission Conditions”.

  *Approval issued, when checked, subject to receipt of satisfactory evidence of Contractors liability and workman’s compensation insurance prior to work start.*

Comments/Contingencies/Recommendations \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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**SUBMISSION CONDITIONS**

Approval is hereby requested to make the above addition, alteration or modification as described herein and as may be depicted on the additional attachment(s).  By submitting this form, I/we understand, acknowledge and will comply with the following:

* The applicant, and any subsequent owner, is wholly responsible for all initial and recurring costs and liability associated with the installation, maintenance and repair of the described alteration.  The Owner further assumes all responsibility for any damage to any common elements and/or injury that may occur as a result of the alteration and shall minimize interference and inconvenience to others.
* Any approval granted by the Association shall be contingent upon all work being performed in accordance with all applicable laws, codes, ordinances and regulations of any government agency and it will be the responsibility of the Owner to obtain at his/her cost all necessary certificates, permits and licenses required by such agencies and to provide the Association with copies of same, as required.
* To abide by the decision of the Association. If the modification is not completed as approved, said approval can be revoked and the modification will be required to be removed by the Owner at their expense, or modified to the acceptance of the Association. The Owner shall be responsible for all reasonable costs and expenses to ensure compliance with Association standards, including attorney's fees.
* All approvals granted shall be in writing and automatically expire in six (6) months. Work shall be completed expeditiously once commenced, in a good workman-like manner and be in a timeframe acceptable to the Association.
* If an exterior change request is wholly or partially denied, the applicant may resubmit their request further detailing its merits. The Association shall re-review the request and render a final decision.

**HOW TO REQUEST AN EXTERIOR CHANGE**

The Board of Trustees review all exterior "additions, alterations and modifications.  The filing and approval of all applications are essential so that the character of the community will be maintained, the rights of all residents are respected, and to be sure that the proposed improvement does not interfere with Association maintenance operations

Prior to initiating an exterior change, the requesting owner must submit written plans to the Association, care of the managing agent. Requests that require attachments must be submitted via first class mail.  Duplicate submissions for the same request may delay application review.