

CRESTWOOD VILLAGE SIX COMMUNITY ASSOCIATION
6 CONGASIA ROAD, WHITING, NEW JERSEY 08759
ADMINISTRATIVE OFFICE: (732) 350-2656 FAX: (732) 350-2838
EMAIL: crestwood6@comcast.net

HOME IMPROVEMENT REQUEST

Requirements:

-) Fill in necessary information.
-) Mark the improvement you are requesting.
-) Submit: drawing, sketch, color chip, or other backup information needed for specific job.

RESIDENT INFORMATION:

NAME: _____ DATE: _____
ADDRESS: _____ PHONE: _____

CONTRACTOR INFORMATION:

*Office must have current contractor Insurance Certificate

NAME: _____
ADDRESS: _____
TELEPHONE: _____ CELL#: _____
CONTRACTOR LICENSE#: _____

REQUESTS MAY TAKE UP TO 30 DAYS TO APPROVE

DATE CHECKED _____ TRUSTEE INITIALS _____ / _____

REQUEST APPROVED: YES _____ NO _____

*EXPIRATION DATE: _____ *WORK MUST BE COMPLETED WITHIN 120 DAYS OF APPROVAL, OR NEW HOME IMPROVEMENT REQUEST MUST BE SUBMITTED.*

Exception: SOLAR PANELS-Must include Contract and Agreement #;

Work will be followed by Trustee in charge.

*Installation and/or construction are approved on the condition all maintenance/repairs will be at the sole expense/responsibility of homeowner. Installation work shall constitute your agreement and acceptance of this condition.

*Please be advised:

Per Manchester Twp rules, Bldg Permits must be placed on window or door, visible from street. We do not assume responsibility for damage. All work will be checked at completion and if not completed to Trustee approval, it must be redone at homeowner's expense.

Homeowner Signature: _____ Date: _____

Air-conditioner/In-Wall installation

Gutters, Leaders, Downspouts – Color must match trim or siding.

New Attic Fan/prior non-existing– Installed by an Electrician.

New windows or door awnings. (Photo required)

Patio-Concrete; Patio-Blocks (Circle One) *Submit copy of Twp Building Permit to Office; Patio not to exceed 220 sq. ft.; Construction must not obstruct drainage.

Pellet stove or Wood stove: *Submit copy of Twp Building Permit to Office before installation and Fire Marshall inspection after.

Railings – Must follow code – Maximum 42” high.

Satellite Dish – Must be installed on the side of the roof AWAY from the street.

Screened/Enclosed Porch – (Under existing roof, only applies to certain models) *Submit copy of Twp Building Permit to Office.

Shutters – Color must match siding and/or trim.

Siding and/or trim on your home. *Building Permit Required

Sprinkler/Well and Pump System *Submit copy of Twp Building Permit to Office.

Storm Doors, Windows, Door Awnings – (Photo Required)

Walk, Garbage Can Surround, Driveway addition: (Concrete only, maximum 3’ each side or 6’ on one side.)

OTHER: (PLEASE EXPLAIN AND/OR SHOW DETAIL)