

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 and mark the improvement you are requesting
- Submit: drawing, sketch, color chip, or other backup information needed for specific job.
- Attach Contractor's Certificate of Liability Insurance (if applicable)

**RESIDENT INFORMATION:**

NAME: \_\_\_\_\_ DATE: \_\_\_\_\_

ADDRESS: \_\_\_\_\_ PHONE: \_\_\_\_\_

**CONTRACTOR INFORMATION:**

**\*CONTRACTOR MUST PROVIDE INSURANCE CERTIFICATE WITH CRESTWOOD VILLAGE SIX,  
6 CONGASIA ROAD, WHITING, NJ 08759 LISTED AS CERTIFICATE HOLDER.**

NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

TELEPHONE: \_\_\_\_\_ CELL#: \_\_\_\_\_

CONTRACTOR LICENSE#: \_\_\_\_\_

**REQUESTS MAY TAKE UP TO 30 DAYS TO APPROVE**

REQUEST APPROVED: YES \_\_\_\_\_ NO \_\_\_\_\_ TRUSTEE INITIALS \_\_\_\_\_/\_\_\_\_\_

DATE CHECKED: \_\_\_\_\_ \*EXPIRATION DATE: \_\_\_\_\_

**\* WORK MUST BE COMPLETED WITHIN 120 DAYS OF APPROVAL, OR NEW HOME IMPROVEMENT  
REQUEST MUST BE SUBMITTED.**

**EXCEPTION: SOLAR PANELS-MUST INCLUDE ADDITIONAL PAPERWORK PLEASE CALL OFC.**

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)
- Tree Removal (MUST GRIND STUMP DOWN)
- Walk, Garbage Can Surround, Driveway addition: (Concrete only, maximum 3’ each side or 6’ on one side.)
- OTHER: (PLEASE EXPLAIN AND/OR SHOW DETAIL)