

**HOME IMPROVEMENT REQUEST FORM**

Note: Trustees written authorization must be obtained and all Township permits issued PRIOR TO START OF CONSTRUCTION (if applicable).

**1 LINE ITEM PER FORM/MUST BE DOUBLE SIDED**

Please print NAME: \_\_\_\_\_ Date: \_\_\_\_\_  
 Residence \_\_\_\_\_ Telephone \_\_\_\_\_  
 Address: \_\_\_\_\_ Number: \_\_\_\_\_  
 Name of \_\_\_\_\_ Insurance on File: \_\_\_\_\_  
 Contractor: \_\_\_\_\_ YES ( ) NO ( )

	REF CODE
_____ A/C - New Central System	3, 4
_____ Attic Exhaust Fan - New	4, 10
_____ Dog Run (back yard) See Trustee for size	10
_____ Driveway Expansion - Drivewalk/Sidewalk up to 20 FEET WIDE (including walkway) <b><u>(Drawing needed with measurements) CONCRETE OR ASPHALT ONLY</u></b>	6, 8
_____ Fireplace - Needs township approval	9, 10
_____ Exterior Door - Replacement (Storm Door/Front Door)	2, 4
_____ Garage Door - Replace	2, 4
_____ Charging Station for Electric Car	9, 10
_____ Gutters/Leaders/Down Spouts - Install or Replace	2, 4
_____ Patio Enclosure on Existing Concrete Slab (3/4 season room)	3, 4, 11
_____ Patio: New - up to 180 SQ. FT. (concrete slab or pavers) <b><u>(Drawing needed with measurements)</u></b>	4, 8, 10
_____ Patio: Railings - Install MAX up to 40" Height Front ( ) REAR ( )	4, 10
_____ Painting - House Exterior/Shutters/Trim. Provide color samples.	2, 4
_____ Pergula - Cover/ no cover. Need picture and where it will go. Must be anchored down.	8
_____ Pump & Well - New	3, 4
_____ Roof - Material type _____ Color _____	2, 4
_____ Satellite Dish (Limit one) - Location _____	1, 4
_____ Shutters - Replace	2
_____ Siding - New	2, 4
_____ Solar Panels	1, 3, 4
_____ Sprinkler System - New	3, 4
_____ Tool Storage Bin/Shed up to 4'D X 8'W - Size: _____ Location: _____	7, 10
_____ Tree Removal Private _____ Quantity _____ ( more than 1 tree needs permit)	4, 10
_____ Walkways - Concrete Max Width 36" - Replace existing	4, 11
_____ Windows - Install new or replace existng	3, 4

**NOTE: REFERENCE CODE EXPLANATIONS ON BACK OF FORM**

Other and Additional Information:

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Reference Code Explanations:

1. A copy of the brochure showing the item to be installed, if available.
2. Color must complement overall color scheme of home.
3. All required permits must be issued and properly displayed at the residence by the contractor prior to the start of any construction. (Violation of this requirement will result in a fine being assessed to the homeowner.)
4. All installations must be done by a fully licensed and insured contractor. A copy of the contractor's current insurance must be on file in the Village Office before an approval of the request will be considered by the Trustees.
5. It is recommended that full glass storm doors NOT be installed due to excess heat buildup problems which cause warping to the interior door.
6. All installation of expansions must be done by a fully licensed and insured contractor. Expansion must conform with approved driveway material. (Concrete or Asphalt)
7. Obtain a survey. Storage bin can be located on either side or rear of home. CANNOT be located in front of the home.
8. Submit drawing & survey. Call New Jersey ONE CALL 1800-272-1000 before you dig. Does not apply to purgula.
9. Proof of insurance with fireplace/electric charging station on homeowners insurance policy.
10. Permit from Manchester Township must be obtained.
11. Obtain a survey.

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Request was:      (    ) Approved      (    ) Denied      Date: \_\_\_\_\_

Authorized Approval Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Authorized Approval Signature: \_\_\_\_\_ Date: \_\_\_\_\_