

The Preserve Homeowners ' Association, Inc.

APPLICATION FOR APPROVAL OF MODIFICATION, ADDITION OR ALTERATION

Please complete this application and attach detailed plans and specifications of your intended improvement, showing the nature, kind, shape, height, materials, colors and locations of your improvement. A copy of your survey should be included, with the location of your planned improvement noted on your survey, as well as any architectural plans.

Submit your completed application, and all attached documentation, to the Board of Directors at: P.O. Box 123, Manlius, New York 13104. Alternatively, you may deliver the application and all supporting documentation directly to the Vice-President of the Board of Directors.

Please be mindful that the members of the Board of Directors are volunteers who typically do not meet more frequently than monthly, and that the Board has sixty (60) days within which to approve or deny an application. Therefore, **applicants should submit applications for approval significantly in advance of any planned date for the commencement of any work.** Any work undertaken prior to receipt of a written approval from the Board of Directors is undertaken at the sole risk and peril of the homeowner undertaking such work, and is subject to removal, at the homeowner's expense.

PLEASE NOTE: All approvals that are granted by the Board of Directors are subject to full compliance by the applicant with all Town of Pompey and New York State codes and ordinances. The Town of Pompey Code Enforcement Officer is Bob Rodriguez, and he may be reached at codes@townofpompey.org or 315-682-1170 for any questions or concerns regarding Town of Pompey codes and ordinances.

Applicant name: _____
Applicant's mailing address: _____
Contact Numbers: Home: _____ Work: _____

Address and lot number of property that is the subject of this application, if different from above:

DESCRIPTION OF PROPOSED WORK (attach additional sheets if necessary):

I certify that all materials submitted in this application are true and correct. I understand and agree that no work may be performed prior to or in deviation from the terms of a written approval letter by the Board of Directors. To the extent approved in writing by the Board of Directors, all work depicted on the materials submitted in support of this application will be completed, without any material deviation from the application materials, within six (6) months of the date written approval is granted by the Board of Directors.

Date: / /

Date application received :	
Manner in which application received (circle):	☐ Mailed to P.O. Box ☒ Hand delivered to Vice-President ☐ Other: _____
Date distributed to Board of Directors:	_____ / _____
Further information needed (circle)?	☒ Yes / ☐ No
Further information requested (attach request):	☒ / ☐
Further information received:	☐ / ☒
Site visit undertaken by Board (circle)?	☐ Yes / ☒ No

Determination by Board of Directors (circle): Application approved
 Application Denied
 Application approved with conditions (note below)

Approval/Denial notification provided to applicant (attach copy of notification letter):