

Date Request Received: ____/____/____



MEADOWBROOK HOMEOWNERS ASSOCIATION

Request for Home Improvement Form

No improvements may begin until requestor is notified of approval in writing. Incomplete forms will be returned without review.

***Note:** Single Family homeowners requesting permission to erect a shed must submit a check in the amount of \$100, payable to Meadowbrook Homeowners Association along with this form.

Name of Owner Requesting Approval

Telephone Number

Address of Home where Improvement will Occur

Townhome Unit #

Mailing Address of Homeowner

E-mail Address of Homeowner

Dwelling Style:
 Single Family
 Townhome
 Carriage Home

Type of Improvement:
 Exterior Additions
 Landscaping
 Shed*
 Other, Please specify:

Scope and Location of Improvement: *Please explain, in full detail, what you are requesting permission to do. Include approximate dimensions, if appropriate, and location on home and property.*

Materials to be Used: *Describe the quantity and type of materials to be installed and/or removed. If painting or staining, specify color. If more space is needed, you may attach a page to this form. Attach a brochure or pictures of the product.*

Impact on the Existing Area: *Explain if any existing elements will be impacted by this improvement. (E.g., existing shrubs that are moved or an existing porch dismantled, etc.). If more space is needed, you may attach a page to this form.*

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Impact of Improvement: *Explain how this improvement will impact neighbors adjacent to your property.*

Signatures of Neighbors: *You must provide the signatures of all adjoining neighbors to signify that they have been made aware of this request for an improvement or change.*

Signature

Signature

Signature

Signature

If you are unable to obtain the signatures of any of your neighbors, please explain:

Expected Start Date: ____/____/____

Expected End Date: ____/____/____

Your request is incomplete without the following attachment:

Attach a copy of your Plan of Property (received at closing). On the plan, draw all existing elements such as shrubs and porches. Draw the proposed improvement in dotted lines. Show distance from nearest existing elements to proposed additions or improvements.

All requests are forwarded to the board once a week, currently on Wednesday. The decision of the Board is normally due back to Omni on the following Wednesday. An owner should expect the review and response time to be no less than two weeks and possibly longer. Incomplete and complicated requests will take longer. Please submit your request with enough time to allow your project to begin on schedule. A site visit may be required in order for the board to make a fully informed recommendation. The Board's decision indicates the request complies with the Meadowbrook Homeowners Association Declaration.

A North Strabane Township building permit may also be required depending on the nature of the project. Before construction, contact the North Strabane Township municipal office at **724-745-8880** with any questions you may have about township regulations that apply to your improvement.

Please send this completed form and all required attachments to:

**Meadowbrook Homeowners Association
PO Box 688
Canonsburg, PA 15317**

Applicants, please do not write below this line.

Approved by: _____

Date: ____/____/____