



## FOREST HILLS GARDENS CORPORATION

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### APPLICATION CHECKLIST

This checklist is a guide for completing the Application Form. Please provide all information requested on the form and the following additional information noted with a checkmark. This will help the Architecture Committee understand the full scope of your project and expedite its approval. Please note that work **cannot** begin until you receive **written** approval from the Forest Hills Gardens Corporation's Architecture Committee.

Providing information such as dimensions, color, patterns, location, photos, etc. are an example of some of the qualifiers that are generally needed to properly evaluate an application. On site visits are usually required, especially for review of material samples that are needed for masonry work. Representative drawings, sketches or photos are adequate in most cases when approving other materials such as windows, fences, lighting, etc. The Office staff will review your application and notify you if additional information is needed before it is presented to the Architecture Committee. An Architecture Committee member may also be assigned to review your project and provide assistance.

<input type="checkbox"/> Photos of existing conditions
<input type="checkbox"/> Catalog cuts and manufacturer specifications
<input type="checkbox"/> Samples of materials to be used; i.e., brick, mortar, stucco, etc.
<input type="checkbox"/> Plans with exact dimensions and locations
<input type="checkbox"/> Property survey marked with existing and proposed conditions
<input type="checkbox"/> Sketch or photo of the home with each window labeled with a unique number AND The specification sheet labeled with the correlating unique window number
<input type="checkbox"/> Other:

See reverse side for important information.

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## **IMPORTANT REMINDERS FROM THE FHGC ARCHITECTURE COMMITTEE**

The Forest Hills Gardens Corporation (FHGC) Board and Architecture Committee volunteer countless hours to support our residents with home improvements, repairs, renovations or major construction that maintains the unique spirit of our community and support our DECLARATION 3 requirements. We would appreciate a few moments of your time to review the outline below which summarizes the simple requirements for preparing and implementing a successful project.

- ✓ Applications must be submitted to the FHGC, even if the exterior work is simple or not visible from the street
- ✓ A contractor's promise to perform work in accordance with FHGC standards is not a substitute for submitting an application by the property owner
- ✓ Duplicating what currently exists is no guarantee that the work will be approved. Over time, safety codes and construction requirements can change. Experienced volunteers from the Architecture Committee and the Office staff will be glad to assist you with completing your application
- ✓ The Application Form is available on-line at [www.foresthillsgardens.org](http://www.foresthillsgardens.org); the Office staff can e-mail the form or you may pick it up from the FHGC Office
- ✓ The office staff can also provide you with the names of contractors that other homeowners have recommended
- ✓ Once your application is approved, please be vigilant and verify that your contractor is performing your project in accordance with the approval
- ✓ You are strongly advised not to do any work without submitting an application and obtaining advance *written* approval from the FHG Architecture Committee; violators will be subject to having their parking decals revoked and possible legal action
- ✓ Remember, a violation not only detracts from the value of your own home, but it also affects all of your neighbors
- ✓ Avoid taking a chance of doing work without application and approval, as the cost to remedy a violation may far exceed your original project budget