



Forest Hills Gardens Corporation (FHGC) Application for Approval of Exterior Work: Air Conditioning Units

Property & Contact Information

Property Owner/s	
FHGC Address	
Mailing Address (if different from above)	
Telephone	
Email Address	

NOTE: This application is for split AC system installations. FHGC does not require an application for window air conditioners. Guidelines and Standards for completing your application are listed on page 3.

Required Supporting Documentation

- Manufacturer specifications and dimensions of exterior AC units
- Property survey showing proposed location for outside units (ground level installation required)
- Photograph/s marked showing external path of lines from unit into the house
- See Page 4 for a complete list of required documentation.

Site Visit

If a site visit is needed, please check the following to indicate your preference:

- I authorize access to the property; no prior notice is required.
- I prefer a scheduled visit. (Selecting this option may require coordination of multiple site visits with committee members and will lengthen the review process.)

Signature of Property Owner

I understand this form is an application for approval and approval by the Forest Hills Gardens Corporation, if given, will only be valid if provided in *writing*. Work may not commence until final written approval is issued. I also understand that any work completed without express written approval from FHGC may constitute a violation and will be subject to remediation at my own expense.

Signature: _____ Date: _____

Name of Contractor (if known): _____

About My Air Conditioning Project

NOTE: Start your application early. You will need your Letter of Approval before you can begin your project. The Architecture Committee that reviews your project generally meets once each month, and the FHGC office requires some time for associated administrative functions.

Please submit this application form (pages 1 and 2) together with your photos and supporting documents to the Forest Hills Gardens Office. You may add additional pages to support/ explain your project using the guidelines on the following pages.

Do not make any purchases, sign any contracts, or begin installation until you have your official Letter of Approval from FHGC.

Once you have your FHGC Letter of Approval and permit, you may begin your project. Share your Letter of Approval with your contractor so he may understand the full scope of your project and any specific requirements. Your contractor’s contract should adhere to the conditions stipulated in your Letter of Approval.

Post your FHGC permit in a prominent location while work is underway.

The following pages are for your reference and guidance only and are not to be submitted to the FHGC.

Application Reference & Guidance Information

Goal

Cool your home without marring its exterior beauty or introducing excessive noise.

Standards

Window Air Conditioners

1. You may install a window air conditioner if the style of window can accommodate the unit.
2. The exterior air-conditioner sleeve shall be painted the trim color of the window to best camouflage the unit.
3. We recommend the air conditioner be removed from the window during the off season.
4. Installation of through-the-wall air conditioners are not recommended as this permanently defaces the façade of the home, however, requests will be considered on a case by case basis.

Split System Air Conditioners

1. The condensers must be installed on cement pads at ground level and as close to the wall as possible. The units shall ***not be installed*** on wall brackets that elevate the condensers above the ground.
2. Cooling, electrical and condensation lines shall preferably enter directly into the home at the rear of the condensers OR be enclosed in a copper leader installed to the height of the underside of a soffit so as to simulate a roof water drainage system as shown in the below examples. Penetration of the lines into the home shall be performed directly behind the leaders. Where possible, leaders shall run close to existing vertical leaders. Note: ***PVC is not an acceptable*** material for enclosing lines.
3. The electrical cutoff switch for the condensers shall be mounted as close to each unit as required and shall be installed no higher than the tallest part of the units.
4. ***No lines shall run horizontally on the exterior façade above ground level.*** If lines are needed to run horizontally, they must be routed into the interior of the home. This serves to eliminate the negative visual impact of adding peripheral lines on the façade that detract from the home's original design.
5. Condensers shall be installed away from the street side of your property and at a location furthest from your neighbors whenever possible.
6. Condensers shall be screened on all three sides with evergreen shrubbery, or a lattice fence no taller than the condensers.

Submit the Following Information with Your Application

1. Specification Sheet for condensers with dimensions and noise levels.
2. Marked up photo of your home showing the location of the condensers and choice of screening.
3. Marked up copy of your property survey showing the location of the condensers with size of cement pads.
4. If the path of lines between the condenser will not directly enter the home behind the condenser, draw in a colored pen an outline of the condenser and the path of lines as described in the **Examples** sections.

Examples of AC System Installations with path of Lines and Spec Sheet



- ✓ AC condenser screened with a natural wood lattice fence.
- ✓ Lines enter directly behind the condenser.



- ✓ AC condenser screened with evergreen shrubbery.
- ✓ Mark up path of lines inside the copper leader.

Example of Mini Split AC System and Spec Sheet



SPECIFICATIONS:

System		
Size	18	
Outdoor Model	38MGRQ18B--3	
Refrigerant		
Type	R410A	
Charge	lb (kg)	4.41 (2.0)
Electrical		
Voltage, Phase, Cycle	V/Ph/Hz	208/230-1-60
Power Supply	from outdoor unit	
MCA	A	18
MOCP – Fuse Rating	A	25
Compressor		
Type	Rotary Inverter	
Outdoor		
Unit Width	in (mm)	37.31 (948)
Unit Height	in (mm)	27.64 (702)
Unit Depth	in (mm)	14.82 (376)
Net Weight	lb (kg)	105.8 (48)
Airflow	cfm	1,390
Sound Pressure	dB(A)	62