

### Forest Hills Gardens Corporation Application for Approval of Exterior Work:

# **Minor Work Application Form**

<b>Property &amp; Contact Information</b>	
Property Owner	
FHGC Address	
Mailing Address (if different from above)	
Telephone	
Email Address	
<b>Supporting Documentation Required</b>	
<ul> <li>Dimensioned scale drawing/diagram of p</li> </ul>	ronosed work.
Photograph/s showing location of work as	-
• Manufacturer specifications and product	_
<b>Project Details</b>	
Type of Project:	
Sample Material for Committee Inspection_	
Color/Material:	
Site Visit	
If a site visit is needed, please check the follow	wing to indicate your preference:
☐ I authorize access to the property; no pr	ior notice is required.
☐ I prefer a scheduled visit. (Selecting thi committee members and will lengthen the re	s option may require coordination of multiple site visits with view process.)
<b>Signature of Property Owner</b>	
Corporation, if given, will only be valid if pro	for approval and that approval by the Forest Hills Gardens vided in writing. Work may not commence until final written any work completed without express written approval from subject to remediation at my own expense.
Signature:	Date:

About My 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 Letter of Approval, 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.	
	The following page is for your reference and guidance only and is not to be submitted to the FHGC.	

## **Application Reference & Guidance Information**

### **Submit the Following Information with Your Application**

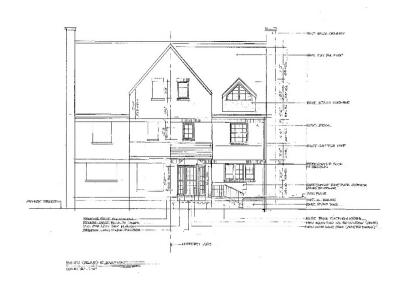
- 1. Provide a photograph of the location of the proposed work and to document existing conditions.
- 2. Provide a drawing, diagram, manufacturer product information and/or photo to show what work or installation is proposed. A property survey can be used for many projects.
- 3. Be prepared to have your contractor provide material samples (e.g., bricks and mortar) which can be placed on site for committee member inspection.

#### Example drawing/photo

Photo showing location of work



Drawing showing proposed changes to window



Marked Photograph showing location of planned AC unit and pipes.



Survey marked to show planned paving.

