

Coordinator: \_\_\_\_\_

Administrator: \_\_\_\_\_

Trustee: \_\_\_\_\_

**Property Modification Application**  
**Requirements / Instructions**  
**(Permit Required)**

Attached is a Property Modification form. Please review the information listed below, sign this sheet and submit the attached Property Modification Form along with the requested documentation in order to obtain final approval.

**REQUIRED DOCUMENTATION:**

- A copy of the Contractors Business License in addition to a copy of the Certificate of Insurance (with Workman's Compensation) must be on file prior to the beginning of work.
- A copy of the Certificate of Insurance for the Homeowners Insurance Policy must be on file prior to the beginning of work.
- Proposed plans (when applicable).

**PROPERTY MODIFICATIONS REQUIRING PERMIT PROCEDURE:**

- Homeowner to submit appropriate property modification application with all required documents.
- An appointment for review will be scheduled with the homeowner and the Board of Trustees/Administrator.
- Preliminary Approval or denial letter mailed to Homeowner.
- Application for permit to be submitted to Manchester Township for approval
- **Upon receipt of permit from Manchester Township, a copy must be provided to Association.**
- **Upon receipt of copy of permit, final approval will be given.**

***PLEASE NOTE THAT FINAL APPROVAL WILL NOT BE GIVEN UNTIL THE APPOINTMENT BETWEEN THE BOARD OF TRUSTEES/ADMINISTRATOR AND THE HOMEOWNER IS COMPLETED.***

**WORK MUST NOT COMMENCE UNTIL FINAL APPROVAL IS GIVEN.**

The undersigned hereby applies for approval to make property modifications to the above address located in Crestwood Village V.

1. I/We are the lawful owner(s) of the premises.
2. I/We do hereby authorize the Board of Trustees or their designee to inspect the premises concerning the application, upon reasonable notice and during reasonable hours.
3. I/We agree to abide by all the terms and conditions of the approval procedures, the Master Deed, The By-Laws, and the Rules and Regulations of the Association as they apply to the Property Modification Application.

The modification is approved only on the condition that maintenance and repairs to any of the modifications, alterations or any repairs caused to the exterior of the building will be at the sole expense and responsibility of the homeowner. Modification shall constitute your agreement to and acceptance of this condition.

If you have any questions, please feel free to contact the office at 732-350-0700.

*Please sign and return with required documentation to the Crestwood Village Five office.*

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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**Crestwood Village Five Community Association**

325 Schoolhouse Rd, Whiting, NJ 08759 • Phone 732-350-0700 • Fax 732-350-2691

# PROPERTY MODIFICATION REQUEST FORM- CRESTWOOD VILLAGE FIVE

## NATURAL GAS STANDBY GENERATOR INSTALLATION/REPLACEMENT

This form must be submitted for installation of Standby Gas Generator at your unit.

<b>STEP 1</b>	Name: _____
Homeowner Information	Address: _____
	Phone: _____
<b>STEP 2</b>	Crestwood Village Five Community Association 325 Schoolhouse Road, Whiting, New Jersey 08759 Tel: (732) 350-0700, Fax: (732) 350-2691 * Supporting Materials <b>MUST BE INCLUDED.</b>
Submit Form To:	
Approved	Upon receipt of completed Property Modification Form and supporting materials, you will receive a preliminary approval or denial letter via mail. Upon receipt of permit from Manchester Township, a Final approval letter will be issued. <b>WORK MUST NOT COMMENCE UNTIL FINAL APPROVAL IS GIVEN</b>
Preliminary <input type="checkbox"/>	
Final <input type="checkbox"/>	
Rejected <input type="checkbox"/>	

### PROPERTY MODIFICATION CHECKLIST

- \***PERMIT REQUIRED**-All construction and installation work must be done in accordance with applicable State and Local building codes requirements. **A copy of all the permits must be provided to the Association office.**
- \*Homeowner must complete and submit the required NJNG form. Detailed information and form available online at [www.njng.com](http://www.njng.com). Click on "standby generator", review information, complete form and submit. Once a response is received from NJNG, a copy of their response must be submitted with this Property Modification Form along with all other outlined necessary paperwork.
- \*A copy of the Contractors Business License in addition to a copy of the Certificate of Insurance (with Workman's Compensation) must be on file prior to the beginning of work.
- \*A copy of the Certificate of Insurance for the Homeowners Insurance Policy must be on file prior to the beginning of work.
- \*Maintenance, repairs and/or replacement will be the responsibility of the contractor and/or owner.
- \*Any damage caused by the work of said Contractor resulting from the conversion will be the sole responsibility of the homeowner.
- \*The cost of repairing any damage resulting from the conversion shall be the sole responsibility of the homeowner; this includes but is not limited to maintenance, repair and/or replacement. This will be the sole responsibility of the homeowner.

**Requirements:**

1. Distance between side of the house and the generator must adhere to manufacturer's specifications.
2. All generators will be connected to the house electrical panel through a "transfer switch".
3. Generator size cannot exceed 24KW.
4. Testing of generator will be limited to the hours of 10:00 a.m. to 5:00 p.m. Monday through Friday.

**All Items** listed above will be satisfied. (Property Owners Initials)

Contractor's Name: \_\_\_\_\_

Contractor's Address: \_\_\_\_\_

Contractor's Phone # : \_\_\_\_\_

Contractor's License # : \_\_\_\_\_

**The modification is approved only on the condition that maintenance and repairs to any of the modification, alteration or any repairs caused to the exterior of the building will be at the sole expense and responsibility of the homeowner. Modification shall constitute your agreement to and acceptance of this condition.**

Date: \_\_\_\_\_

**ALL WORK IS TO BE COMPLETED WITHIN NINETY (90) DAYS OF FINAL APPROVAL**