

## Property Modification Application Requirements / Instructions

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 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.
- Approval or denial letter mailed to Homeowner.

***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: \_\_\_\_\_

# PROJECT APPROVAL FORM- CRESTWOOD VILLAGE FIVE

## RESEALING OF EXISTING DRIVEWAY

This form must be submitted prior to the resealing of the driveway at your unit.

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|---|--|
| <b>STEP 1</b><br>Homeowner<br>Information | Name: _____<br>Address: _____<br>Phone: _____  |
| <b>STEP 2</b><br>Submit Form<br>To:       | Crestwood Village Five Community Association<br>325 Schoolhouse Road, Whiting, New Jersey 08759<br>Tel: (732) 350-0700, Fax: (732) 350-2691<br><b>* Supporting Materials MUST BE INCLUDED.</b> |

### PROJECT APPROVAL CHECKLIST

\*Driveway sealing in NJ is a preventative maintenance process where a protective layer is applied to an asphalt driveway to extend its life, protect it from weather damage, UV rays, chemicals, and wear, and restore its appearance. The process typically involves cleaning, crack filling, and applying a high-quality sealant by hand brush to ensure thorough coverage.

**\*This approval only allows for the resealing of your driveway and does not approve any other modifications, including but not limited to, the extension or expansion of the driveway.**

\* All construction, repairs and/or installation work must be done in accordance to the applicable State and Local building code requirements.

\*Any damage caused by the modification is the sole responsibility of the homeowner.

\*Maintenance, repair and/or replacement will be the responsibility of the homeowner.

\*It is recommended that all repairs and/or upgrades to the unit are disclosed to the homeowner's personal insurance carrier.

**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: \_\_\_\_\_

**Any unapproved expansion of existing driveway will need to be removed by the homeowner at the homeowner's expense.**