

## **INSTRUCTIONS “ALTERATION REQUEST FORM” (AR Form)**

### **DO NOT SUBMIT THIS PAGE**

An Alteration Request Form (AR Form) MUST be completed and submitted for approval for many exterior updates or changes to the front or rear of your home or property. All of these updates are outlined in their entirety in our Architectural Guidelines. All questions that you will have will be answered by reviewing these guidelines. The approval process will be approved or denied within (14) days of receipt of an acceptable, fully completed AR Form at the office of Community Management Advisors, LLC (CMA).

#### ALTERATION REQUEST PROCEDURE:

1. Homeowner completes the AR Form. At this point, the homeowner has researched all Architectural Guidelines that are located on the TEA website and also the Union Township Municipal website for a current specification for the alteration he/she is requesting.
2. Homeowner retains all necessary permits (zoning/building) that are required for alteration from Union Township.  
**NOTE: If the township requires a permit, then approval copies of these permits and/or surveys are required with the alteration application form. Failure to submit required permits will result in a denial of your request. See Union Township website <http://uniontwp.psstatwp.org> “Zoning-Planning-Building” for any requirement information that you may need.**
3. Homeowner submits the completed AR Form and copies of permits (if required) to CMP:  
Via mail to: 200 Commerce Drive, Suite 206, Moon Township, PA 15108  
Via email to: Derrick Rovira at [derrick@cmamgt.com](mailto:derrick@cmamgt.com)
4. CMP reviews the AR Form for completeness and specifications compliance. ANY INCOMPLETE FORM WILL BE RETURNED TO THE HOWEOWNER.
5. CMP forwards the AR Form via e-mail to the appropriate Architectural Review Committee (ARC) board member.
6. The ARC board member/committee will contact the homeowner and will also meet with homeowner to review the request as per the specifications, if needed.
7. The ARC board member/committee will submit their approval or denial decision to CMA.
8. CMA will notify the homeowner of the final decision in writing.
9. Homeowner: If the request is denied, homeowner may make noted changes to the project to meet the community specifications and resubmit to CMA (step 2).
10. Homeowner: If the request is approved, the homeowner can proceed with project.

#### **NOTES:**

- a. Please understand that submitting a fully completed application that meets currently established specification guidelines will greatly expedite your request.
- b. Any project that requires new specifications or guidelines may take longer.
- c. Any after-approval changes to the design of your project MUST be approved prior to implementation.

**DO NOT BEGIN ANY PROJECT UNTIL NUMBER 10 OF THIS CHECKLIST HAS BEEN COMPLETED!**

**PROJECTS STARTED BEFORE BOARD REVIEW AND APPROVAL WILL BE ASSESSED A \$100.00 FINE**

**DO NOT SUBMIT THIS PAGE (Submit page 2 only)**

***PROJECTS STARTED BEFORE BOARD REVIEW AND APPROVAL WILL BE ASSESSED A \$100.00 FINE***

## Tuscany Estates Homeowners Association

### Alteration Request Form (AR Form) (see Instruction & procedure page 1)

**Union Township does require building/zoning permits or surveys for additions/alterations to your home.**

**Application for such permits is the responsibility of the home owner.**

1. \_\_\_\_\_ 1A. \_\_\_\_\_  
Owner(s) Name Requesting Approval Number & Street Address where Alteration will be made

2. \_\_\_\_\_  
Mailing Address of Owner, if different from above

3. Type of Alteration: \_\_\_Landscape \_\_\_Building Exterior \_\_\_Other - Please specify \_\_\_\_\_

4. Location of Alteration: \_\_\_Front \_\_\_Side \_\_\_Rear \_\_\_Other – Please specify \_\_\_\_\_

5. Explain, in detail, what you are requesting permission to do, to include approximate dimensions (use additional paper if needed):  
\_\_\_\_\_  
\_\_\_\_\_

6. Describe the type/color of materials to be installed:  
\_\_\_\_\_  
\_\_\_\_\_

7. Explain if any, existing elements will be affected by this alteration: Example: ingress or egress.  
\_\_\_\_\_  
\_\_\_\_\_

8. Does this alteration effect your neighbor's home in any way? If so, please explain.  
Example: Does your contractor need to drive over your neighbor's side lawn to complete this project?  
\_\_\_\_\_

9. Expected Start Date: \_\_\_\_\_ Expected Completion Date: \_\_\_\_\_

10. Attach a drawing showing all existing elements, including shrubs, porches and proposed alterations. Include the neighboring homes and yard in the drawing, showing the distance from nearest existing elements to proposed additions or alterations. **A copy of a survey or lot plan showing your home must also be included.**  
Additional Notes:  
\_\_\_\_\_  
\_\_\_\_\_

\*\*\* Please submit Alteration Request for approval to: Community Management Advisors, Inc, 200 Commerce Drive, Suite 206, Moon Township, PA 15108 or email ([derrick@cmangt.com](mailto:derrick@cmangt.com)). Please be advised that CMA only processes Alteration Requests on Thursday's and allow 10-14 days for ARC decision. [Please answer all questions, incomplete forms will be returned.](#)

Date: \_\_\_\_\_ Homeowner Signature: \_\_\_\_\_  
Phone #: \_\_\_\_\_