



## **BASIC ARCHITECTURAL APPLICATION INSTRUCTIONS**

The following are examples of modifications that require a basic application that must be submitted to the Administration Office in consideration for an architectural change. **Only complete packages will be accepted.** All questions can be directed to Andrea Wolstromer, Community Administrator 609-655-2706.

- Awning – New or Replacement
- Cabinets/Countertops – New or Relocation
- Door – Front Door Replacement
- Door – Man Door, New or Replacement
- Electrical Panel – New/Replace/Add **(P)**
- Garage Door Replacement
- Generator - Portable (Transfer Switch) **(P)**
- Heat Pump – New or Replacement\*\* **(P)**
- HVAC – Additional or Replacement\*\* **(P)**
- Lighting – Additional or Relocation **(P)**
- Outlet – Additional or Relocation **(P)**
- Patio Enclosure Reno (replace glass enclosure with walls/doors) **(P)**
- Plumbing – New or Relocation **(P)**
- Shed (Cambridge Models Only)
- Sheetrock Replacement
- Shutters – New or Replacement
- Sink, Shower, Tub, Toilet Relocation **(P)**
- Tub to Shower Stall Conversion
- Ventilating Fan **(P)**
- Wall - Load Bearing, Removal **(P)**
- Wall - Non-loadbearing
- Water Heater Replacement **(P)**

**(P) – Permit Required from Township**

**\*\*Please be advised that the base of the condenser of a newly installed A/C or Heat Pump must be at least 2 feet or 24 inches from the exterior water shut off valve (curb box)!! This will ensure access for repairs to the valve.**

1.) For the application package to be complete, the following must be submitted:

- Application for Construction (fully completed and signed).
- A copy of unit floor plan including the specific location of the improvement. If replacing the HVAC Condenser, you must locate the water shut off and indicate the location on the floor plan, including distance from the HVAC pad. A condenser cannot be installed on a wood base.
- Copy of the contract/quote between unit owner and contractor.
- (If a permit is required) Copy of the Monroe Township construction permit once issued and received. **It is the responsibility of the unit owner to apply for all permits.**
- Contractor's Home Improvement, Electrical or Plumbing License Number. **Contractor must be licensed for the specific scope of work being performed.**
- Contractor's Certificate of Insurance as requested on COI request letter with example included in this application.

2.) A letter will be mailed to the unit owner once the project has been approved by the Architectural Committee and the Section.

3.) Once the work is complete:

- Return the approval letter to the Administration Office, signed and dated.
- (If a permit is required) The unit owner must schedule an inspection with Monroe Township. Once inspected by the township, a copy of the Monroe Township inspection sticker needs to be provided to the Clearbrook Administration Office within 60 days or a fine may be imposed.

# BASIC APPLICATION FOR CONSTRUCTION

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

Unit Owner Name(s): \_\_\_\_\_

Section: \_\_\_\_\_ Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_ E-mail: \_\_\_\_\_

Unit Model/Floor Plan: \_\_\_\_\_ Estimated Start Date: \_\_\_\_\_

Contractor/Installer Name: \_\_\_\_\_

Contractor/Installer Phone #: \_\_\_\_\_ Reg./License #: \_\_\_\_\_

Project Description: \_\_\_\_\_

Please read and initial each:

- I/We received, read and understand the specifications/regulations for the improvement being applied for to my unit.
- I/We, the undersigned, will comply with all of the community's rules for operating, installing, maintaining, and using said modification/improvement and accept the responsibility of the same.
- I/We understand that upon inspection by Monroe Township or the Clearbrook Architectural Committee, if damage is noted to my unit, that the cost of the repair will be billed to my/our account.

Unit Owner(s) Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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

\_\_\_\_\_  
**Architectural Committee Member Signature**                      **Date**                      **Approved** \_\_\_\_    **Disapproved** \_\_\_\_

The Architectural Review Committee's approval is strictly limited to approving the requested architectural changes for exterior projects with regard to their aesthetic impact on the Clearbrook community and their adherence to the CCA's architectural guidelines. The Committee's approval does not signify, and should not be construed as, approval of any other aspect of the requested changes. All other concerns pertaining to the application, including but not limited to future responsibility for the maintenance, repair and replacement of the architectural changes, are solely for the Section Board and unit owner to address and resolve without the Committee's involvement.

\_\_\_\_\_  
**Section Board President Signature**                      **Date**                      **Approved** \_\_\_\_    **Disapproved** \_\_\_\_