

# REQUEST FOR APPROVAL OF ALTERATIONS

Leisure Village Association

19 Buckingham Dr., Lakewood, NJ 08701

Request No. \_\_\_\_\_ Date of Request: \_\_\_\_\_

Unit Owner: \_\_\_\_\_ Phone #: \_\_\_\_\_ Unit #: \_\_\_\_\_

Description of Work: \_\_\_\_\_

Estimated Cost of Work: \_\_\_\_\_

Contractor Performing Work: \_\_\_\_\_ License #: \_\_\_\_\_

Contractors Address: \_\_\_\_\_ Phone #: \_\_\_\_\_

**PLEASE NOTE:** A detailed sketch, description or specifications of the proposed work and time schedule for completion must be attached to this Request for Approval of Alterations at time of submission. No Requests will be evaluated or approval given until such time as submission is complete.

**\*\*\*ORDINANCE 16-6: Contracting work must be limited to the hours of 7 a.m. and 8 p.m.\*\*\***

## TERMS AND CONDITIONS OF REQUEST FOR APPROVAL OF ALTERATIONS

1. It is hereby understood and agreed to by the unit owner that Leisure Village Association is released from any responsibility for maintenance and or repairs on the proposed/completed work or any items listed herein and that the owner to whom permission for this projected is given will be responsible for any damage to any property resulting from the issuance of this approval.
2. All alterations or additions to the unit, over and above the original installation should be added to the homeowner's insurance policy for adequate coverage.
3. **Insurance Requirements** – Contractors must have Workers Compensation, General Liability and Automobile Liability insurance policies to perform work in Leisure Village. The Workers Compensation must cover all workers performing the actual work. Any contractor performing structural changes i.e. plumbing, electrical, framing etc. must have the following: Commercial General Liability with limits not less than \$1,000,000 each occurrence, \$1,000,000 products/completed operations aggregate and \$2,000,000 general aggregate. The commercial general liability insurance must name Leisure Village Association, its directors & officers, and members, additional insured. The automobile policy must cover the automobiles entering our premises with limits not less than \$1,000,000 each accident and name Leisure Village Association its directors, officers and members additional insured.

Date Approved: \_\_\_\_\_ Received by: \_\_\_\_\_

4. A certificate of liability insurance made out to Leisure Village Association, 19 Buckingham Drive, Lakewood, NJ 08701 must be provided before work begins. The policy must be in effect throughout the duration of the work.
5. ANY INSTALLATIONS, INTERIOR OR EXTERIOR, MUST NOT ALTER EXISTING CONSTRUCTION DESIGN OR ITS FUNCTION. PLEASE REFER TO LVA BY LAWS AND RULES AND REGULATIONS FOR PARTICULARS.
6. Any work done in an owner's unit or on the common property outside of the unit shall be subject to all existing state and municipal laws and ordinances and Leisure Village Regulations. Please refer to N.J.S.A. 56:8-140 regarding Contractor Registration prior to hiring a contractor. The Association Office has a copy on file for your review. A copy of all Contractor Registration information must be on file with the Association Administration Office before work commences.
7. All work shall be subject to inspection and approval by the Association. The owner, together with the contractor or workmen will be held responsible for any deviations of the above and any necessary corrections. Refusal to adhere will result in the unit owner being assessed for unapproved work should it be removed.
8. The unit owner understands and agrees that no work detailed in this request shall commence until written approval is received in writing from the Association.
9. The unit owner understands and agrees that LVA approval of this request does not release the unit owner from obtaining necessary township permits for work. NO WORK IS TO COMMENCE UNTIL ALL LAKEWOOD TOWNSHIP PERMITS ARE APPROVED BY THE TOWNSHIP.
10. Construction must meet all zoning, building codes and laws of the county. For zoning information call (732) 364-2500; for building permits call (732) 364-3760. Nothing herein contained shall be construed as a waiver or modification of any such code or law. Once a building permit is obtained, a copy must be provided to Administration before work commences.
11. Where applicable, utility easements are to be marked BEFORE excavation is begun. For the location of underground telephone, cable TV, electric, water and sewer lines, call 1-800-272-1000. Please note that there is a FINE if underground cables or conduits are severed.
12. **Landscaping – Patio (No larger than 144 square feet. No poured concrete material is permitted)**  
  
Include copy of proposal when submitting permit.  
  
Excavating 6-inches of soil. Indicate what type of drainage pipe will be used. Two-inch pavers generally used. Install approximately four inches of stone dust. This will bring the site back to six inches. Remove excavated soil off site.
13. Planting(s) or landscaping must not interfere with designed operation of sprinkler system or maintenance of grounds even though permission is given for this requested project.

14. **Satellite Dish Installation – Satellite Dish must be installed on the gable side of the building affixed to the rake board or mounted on a pole in the 3 foot area no higher than 4 feet. Absolutely NO Satellite Dishes to be installed on roofs or siding.**
15. Requests from an owner with delinquency accounts will be denied on the basis of the account delinquency. Once the account is returned to a current status, the request will be reviewed and acted upon.
16. The owner understands and agrees that it is the responsibility of the unit owner to insure that the contractor/workmen remove all debris resulting from the alteration in a timely manner. Non-removal will result in the unit owner being charged for removal by the Association.
17. Misrepresentation of any items in this REQUEST FOR APPROVAL OF ALTERATIONS, either written or oral, may void any approval by the Association and may subject the applicant to monetary fines, in addition to removal of the violation at the unit owner’s expense.
18. All residents must remove satellite dishes when moving out of the Village.

I have read and understand and agree to comply with the above Terms and Conditions. The proposed change or additions meets the requirements and standards specified in these guidelines and I accept full responsibility for adherence.

Unit Owner’s Signature \_\_\_\_\_ Date: \_\_\_\_\_

Approved: \_\_\_\_\_ Disapproved: \_\_\_\_\_

If Disapproved, Reason for Disapproval: \_\_\_\_\_

A visual inspection has been done of the proposed work and Leisure Village Association regulations have been reviewed and this request is in compliance with same.

Design Review Committee Representative: \_\_\_\_\_ Date: \_\_\_\_\_

Foreman’s Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Neighboring Residents Approval: _____	Unit No. _____
_____	Unit No. _____
_____	Unit No. _____
_____	Unit No. _____
_____	Unit No. _____



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\_\_\_\_\_ Unit Owner has provided (1) copy of Contractor Registration information to Administration Office when required in accordance with P.L. 1960, c39(C56:8-1 et.seq.)

\_\_\_\_\_ Unit Owner has provided copy of approved Lakewood Township permits, if applicable, to Administration.

This REQUEST FOR APPROVAL OF ALTERATIONS is not valid unless and until such time as all required signatures appear on this document and unit owner receives a copy.

NO WORK IS TO BEGIN UNTIL WRITTEN PERMISSION IS RECEIVED FROM THE ASSOCIATION. VIOLATION OF THIS RULE MAY RESULT IN A FINE AND/OR RESTORATION OF THE PREMISES TO ITS ORIGINAL CONDITION AT THE EXPENSE OF THE UNIT OWNER.

ACCOUNT CURRENT \_\_\_\_\_

Manager's Signature \_\_\_\_\_ Date \_\_\_\_\_

Board of Trustees Approval \_\_\_\_\_ Date \_\_\_\_\_

Board of Trustees Approval \_\_\_\_\_ Date \_\_\_\_\_

**RELEASE**

Unit No. \_\_\_\_\_

Please be advised that any damage to the unit as a result of the installation will be the responsibility of the unit owner to repair.

Unit Owner: \_\_\_\_\_  
Signature Date

When all work has been completed notify the Administration Office so a final inspection can be scheduled.

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Leisure Village Final Inspection

Approved By: \_\_\_\_\_  
Signature Date