

Crystal Lake Club

EXTERIOR CHANGE APPLICATION

NAME _____ DATE _____

ADDRESS _____ TELEPHONE # _____

LOT # ____ CONTRACTOR _____ INSURANCE INFO ON FILE AT OFFICE? ____

Tree Removal (please provide location of tree and reason why you want to remove tree)
*If tree is approved to be removed, the **stump MUST be removed** as well. Also, resident must replace the tree by planting another approved tree in an approved location.

Planting of trees and shrubs (mark location with stake and attach a small sketch with type of trees or plants you are planting)

Verification of paint color – (provide information on item to be painted – house trim, etc, and provide office with paint chip or color chart)

Exterior additions to home (attach drawings with specifics and dimension)

BELOW THIS LINE TO BE COMPLETED BY MANAGEMENT

____ Sketch attached ____ Contractor Listed ____ Contractor Insured?

Date inspected _____ Approved by _____

Not Approved? ____ Reason Not Approved _____

Management Notes: _____

ALL CHANGES MUST BE APPROVED BEFORE THE WORK IS SCHEDULED.

***This application may take up to 4 days to review.**