



ARCHITECTURAL MODIFICATION REQUEST FORM

The following list represents items needed by the landlords via the manager, in order to expeditiously approve your request for improvements, alterations or modifications to the exterior of your property. Without them, the landlords will have to deny your request until all information is received. The following items are non-returnable, as they are kept in our files for future reference. Please complete and submit the Architectural Modification Form (following page) to the community manager to review with the landlords. You will be notified within three (3) business days whether the work has been approved or denied.

- 1) A completed Architectural Modification Form which includes the homeowner's name, street address, estimated start and completion date.
- 2) All items described below are needed to understand and envision how the improvement or alteration will look upon completion.
 - a. An official lot surveyor drawing indicating exact location of improvement in relation to all fences, easements, and building set back lines.
 - b. Photo of the exterior of your home.
 - c. Picture, brochure, detailed sketch, or sample of the improvement in its completed stage along with color samples.
 - d. List of ALL materials used to construct the improvement or alteration.
 - e. Detailed description of how the improvement or alteration will be affixed to the house, garage, ground and/or other existing structure.
 - f. Dimensions: Height, Length, Width, Depth.
 - g. Elevations from natural ground to the peak of improvement.
- 3) If drainage of water is concerned, a detailed description of direction of drainage flow and where flow empties.
- 4) If multi-level improvements are concerned, elevations of each level from natural ground must be included.
- 5) Roofing Information MUST include: warranty, color sample, weight, photo of house, brand of shingle.

Should you have any questions, please call the office directly at 856-825-3083.

Important Note: Should any resident, or contractor, perform any kind of exterior work on any home within Holly Village without submitting the required documentation and notifying the manager first, we will have no alternative other than bringing your matter to the City of Millville's attention and to start legal action.

You will be notified of your approval, or denial, within three (3) business days starting the day the modification request has been received.

Thank you



ARCHITECTURAL MODIFICATION REQUEST FORM

Owner's Name _____ Phone (H) _____ (W) _____

Address _____

NO SUBMISSIONS WILL BE APPROVED UNLESS THE FOLLOWING ITEMS ARE INCLUDED:

Sketches; site plan (survey) showing house, lot lines, dimensions and easements; elevations (including side views) showing dimensions and photos sufficient to describe the project in detail.

BRIEFLY DESCRIBE THE ALTERATION OR IMPROVEMENT WHICH YOU PROPOSE:

LOCATION OF IMPROVEMENT:

____ Side of house ____ Front of house ____ Back of house ____ Roof of house ____ Patio ____ Garage
____ Other (Describe) _____

Materials Necessary for Proposed Improvement (check):

____	Paint color(s)	_____
____	Stain color(s)	_____
____	Lumber type(s)	_____
____	Brick type(s)	_____
____	Screen type(s)	_____
____	Concrete	_____
____	Pipe	_____
____	Electrical	_____
____	Fence type	_____
____	Height	_____
____	Other	_____

Homeowner Signature: _____

Date: _____

Homeowner Signature: _____

Date: _____

Mail, fax or email completed form to:

Holly Village
350 Silver Run Road
Millville, NJ 08332