



PO Box 2225 * Cranberry Twp. PA 16066 * 724-799-5152

ALTERATION REQUEST

Please return to: info@cranberrypm.com

Custom Community Management
Attn: ARC
PO Box 2225
Cranberry Township, PA 16066

REQUEST FOR APPROVAL
TO MAKE ALTERATIONS TO THE EXTERIOR OF UNIT OR LAND AREAS

All requests are subject to a 30 day review period

All HOA assessments must be current before submitting application. **ALL FIELDS ARE REQUIRED.**

1. Owner(s) Name Requesting Approval: _____
2. Association Name: _____
3. Address where Alteration will be made: _____
4. Mailing Address of Owner, if different from above: _____
5. Phone Number: _____
6. Email: _____
7. Type of Alteration:
 Landscape Building Exterior Other
 Please specify other: _____
8. Installer/Contractor Name: _____ Self Install: _____



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9. Scope of alteration: Please explain in detail what you are requesting permission to do. Include approximate dimensions, materials being used, location of alteration, colors, etc. Also include any paint samples, material samples, i.e. brick, stone, shingles, literature, and catalog clips.

Attach a drawing to scale showing all existing elements, including shrubs, porches and proposed alterations. Include the neighboring homes and yard in the drawing on the plot plan, showing the distance from nearest existing elements to proposed additions or alterations.

10. Expected Start Date: _____ Expected Completion Date: _____

11. Additional Comments:



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I understand, acknowledge, and agree that any approvals granted by the Declarant or Homeowners Association will not supersede any requirements contained in the Declaration or governmental requirements and all alterations must comply in all aspects with the Declaration and governmental requirements regardless of any approval herein.

I also acknowledge that my request requires HOA Board Approval. You will receive written notice as to the determination. No work should begin until you receive a written determination. Please make sure you follow all local codes of the municipality.

Agreement for Review and Approval of Requested Alteration

To proceed with the review and potential approval of your requested alteration, you acknowledge and agree to the following conditions:

- 1. Responsibility for Costs:** *If the requested alteration requires additional maintenance or upkeep, all associated costs will be the homeowner's responsibility.*
- 2. Property Access for Inspection:** *Authorized representatives of the Association—including Board or Committee Members, the Managing Agent, or other designated personnel—reserve the right to access the property without prior notice for inspections before, during, and after the alteration is completed.*
- 3. Application Compliance:** *Incomplete applications or those missing required information will not be reviewed and will be returned to the homeowner for correction and resubmission.*

By submitting this request, you confirm your understanding and acceptance of these conditions.

Homeowner Signature: _____ Date: _____

Homeowner Signature: _____ Date: _____

ALL REQUESTS MUST INCLUDE A SITE PLAN WITH THE ALTERATION DRAWN ON IT

REQUESTS MUST BE RECEIVED 30 DAYS IN ADVANCE OF WORK

Application Process Overview

Application Received: Your application has been submitted and is now under review.

Request for More Information: If necessary, we may reach out for additional details or clarification regarding your application.

Board Review: The board will evaluate your application, ensuring it aligns with community guidelines and policies.

Approval: Your application has been approved, and you may proceed as planned.

Approval with Conditions: Your application has been approved with certain conditions that must be met.

Important Note: Please note that the 30-day review timeline will only begin once we have received ALL required information. You will receive an approval or denial letter within 30 days after the timeline starts.

Next Steps: Please fully complete the attached PDF (ARC Request Form) along with the application form below. Once filled out, upload the PDF before hitting the "Submit" button. Any section blank will be an automatic step to "Request for More Information".

Please note all requests will generate an XN Action Number that will be assigned to your application. This action item number will appear in all communications regarding your request.

"A Proactive Community Management Company Serving Your HOA & Condo Association"