

Montclair Property Owners Association

Property Improvement Request (PIR)



All requested information and signatures must be included or the application will be considered incomplete.

Name

Date

Address

Mailing Address (if different from above)

Check one: Home Cell Work

Daytime Phone

Email Address

Request Information

Please describe the changes or additions for your property below. Include a copy of your property plat and indicate the exact location of the proposed change or addition, distance to the property lines from proposed change or addition, dimensions of backyard property, and relevant surrounding features. **This request must include a sketch/photo and the following information: style, materials, dimensions, and color of proposed change or addition. Requests for repainting must include a color sample. Trees to be removed must be clearly identified as outlined in the Covenants.** Should the Committee require additional information, you will be notified, and your request will be deferred until additional information is received. Applicant has the sole responsibility for acquiring building permits, engineering, or other professional or technical advice. Further, each applicant shall be solely responsible for any damage to adjoining properties or persons that may result from the approval herein requested. The Board, Committee, and/or its designees shall have the right to inspect construction periodically (Association Documents 3.2 and 7.2). In order to vote, the Covenants Committee members must visit the site in question (Community Guidelines, Article 5.2.2).

Signature

Date

Acknowledgement

Signatures are required for abutting/adjacent homeowners. This indicates an awareness of this Property Improvement Request and does not constitute nor indicate approval or disapproval. Homeowners with an objection to the approval of the PIR may contact the MPOA office within five (5) days to state their concern for the Covenants Committee review. **Please check “Notify Me” next to your address if you wish to be notified of the date the PIR will be reviewed.**

_____ Signature	_____ Address	<input type="checkbox"/> Notify Me
_____ Signature	_____ Address	<input type="checkbox"/> Notify Me
_____ Signature	_____ Address	<input type="checkbox"/> Notify Me
_____ Signature	_____ Address	<input type="checkbox"/> Notify Me

For Office Use Only	
Ruling: <input type="checkbox"/> Approved <input type="checkbox"/> Denied <input type="checkbox"/> Contingent Approval <input type="checkbox"/> Table <input type="checkbox"/> Deferred to Board <input type="checkbox"/> Approved by Covenants Director	
_____ Remarks	_____ Date