

## Directions for Exterior Alteration Request Form

1. If you are proposing one or more of the thirteen different requests listed, review the Criteria on pages four through six, pertaining to the ones you are proposing.
2. If you are proposing an Exterior Alteration that conforms to the Criteria in numbers 1 to 13 on pages four through six, fill in all the italicized sections on pages one and two of the application, up to Part B.
3. If you are proposing an Exterior Alteration that does not conform to the Criteria in numbers 1 to 13 on pages four through six, fill in the explanation in Part B on the lines provided.
4. If number 3 above applies, then complete all the italicized sections in Part B.
5. REMEMBER, when using a contractor, make sure the license for the contractor and the insurance paperwork required in this Form are on file with the office before filing your request.
6. When your application has been processed, you will receive a Permit and a Vendor's Pass attached to the Permit. Complete the Vendor Pass section and return both the Permit and Pass to the office.
7. Your Permit will be activated by the office.
8. When the work is being done, post the Permit in a door or window visible to the road.
9. REMEMBER, when you have completed the project, notify the office. Thank you.

If you have any suggestions, Building and Grounds would like to hear your comments. Good luck with your project.

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