

The Carillon House

IMPROVEMENT APPLICATION

WHEN DO YOU FILE AN IMPROVEMENT APPLICATION?

An application form may be required for construction or addition to the interior of your unit. If in doubt about your particular project, contact APM at 937-291-1740.

WHAT IS THE OBJECT OF THIS FORM?

The object of requiring a Unit owner to file an improvement application with the Board is two-fold:

1. To insure that your planned improvement conforms to the Association's Declaration and minimizes inconveniences your fellow Unit owners/residents.
2. To enable the Association to determine what information and assistance it can give in order to expedite completion of your planned improvement.

NAME _____ ADDRESS _____ UNIT# _____

DATE _____ PHONE NUMBER _____

TYPE AND NATURE OF REQUESTED
IMPROVEMENT

IN SOME INSTANCES, A SCALE DRAWING OF ALL IMPROVEMENTS MUST BE SUBMITTED AND ATTACHED TO THE APPLICATION SHOWING THE EXACT LOCATION AND DIMENSIONS. THIS APPLIES TO ANY RENNOVATIONS THAT MAY EFFECT THE STRUCTURAL INTEGRITY OF THE BUILDING AND REMOVAL OF ANY WALLS BETWEEN UNITS.

I understand the rules concerning the proposed improvement. This improvement in no way encroaches on a neighbor's limited common element or common elements. I agree to abide by the rules established by the Association and will be solely liable for any upkeep required by the construction of this improvement.

I further agree to obtain all licenses and/or building permits and to meet all legal requirements for building codes.

Date _____ Signature _____

----- (FOR ASSOCIATION USE) -----

Date Received _____ Received by _____

Date Approved _____ Date Disapproved _____ Letter Sent _____

Special Details or provisions for approval:

Approved 3/9/2018