SAYBROOK HOMEOWNERS ASSOCIATION IMPROVEMENT APPROVAL APPLICATION

Homeowner's name: _____

Street address: _____Phone number: _____

Date of application: _____ Proposed Work Commencement Date: _____

The above homeowner hereby makes application to the Saybrook Homeowners Association (HOA) for approval of the following (**please circle as many as are applicable**):

Landscaping Addition Storage Shed Fence Satellite Dish

Other_____

Site plan: Please attach 2 (Two) copies of scaled drawing of the proposed improvement showing:

a. Building lot site plan with approved set-backs
b. Location of all existing structures, sidewalks driveways, etc
c. Detailed scaled drawing of the project area

Specifications: Please include 2 (Two) copies of specifications showing:

a. Type (species) of all landscaping to be installed.
b. ALL Materials: design, manufacturer, color and manufacturers spec sheets
c. Complete description of all work to be done. (This includes all finish schedules and details)

General Instructions:

a. All applications MUST be submitted to the Saybrook HOA Board at least 60 (sixty) days in advance of the proposed work commencement date above in order to allow for HOA board review.
b. No work is to begin until the Board's review is complete. The Board will advise you of its decision in writing. The Board will retain one complete copy of your submittal and return one copy to you.
c. Homeowner must follow the appropriate Saybrook HOA covenants & guidelines (shed, fence, landscaping, satellite dish etc). Copies of these guidelines are available on the Saybrook Website (http://www.saybrookhoa.org/).
d. Any approvals granted by the Board shall be deemed to be only a "**conceptual approval**". The Homeowner, at Homeowner's expense, is responsible to comply with all local zoning and building codes, and to obtain all required permits, engineering or other studies that may be required to complete the project.
e. No signs advertising any tradesperson or contractor are permitted to be displayed in the Saybrook subdivision development.
f. All work must be completed within 180 days of HOA approval date. (please contact the HOA board regarding extension)
g. Construction Waste Dumpsters, Waste Receptacles, Waste Trailers may be used at various stages of the project as needed. The total calendar days that such receptacles may be on site must not exceed 30 (thirty) days.

I, (we) the undersigned owners of the property located at the address listed above, hereby submit my (our) application to the Saybrook Homeowners Association in accordance with Saybrook covenants and guidelines.

_____ _____

Signature Date Signature Date

IT IS RECOMMENDED THAT THE HOMEOWNER REQUIRE THAT THE SELECTED CONTRACTOR OR CONTRACTORS, RECEIVE A COPY, AND SIGN THIS DOCUMENT FOR THE HOMEOWNERS RECORDS

……

FOR BOARD USE ONLY:

Application: _____"Conceptually Approved" (See "d" above) _____

_____ Conditionally approved. (Modification &/or information needed) HOA board member Name & Date

_____ Denied (please see attachment)