

**WILLIAMSBURG TOWNEHOUSES COOPERATIVE  
INSTALLATION / ALTERATION FORM**

I hereby apply for permission to install the following improvement and/or make the following alteration in or around my unit:

\_\_\_\_\_

\_\_\_\_\_

Please include a drawing on the back of this form or attach another sheet of paper with measurements.

Work to be performed by : \_\_\_\_\_

Will any structural changes be made ? : \_\_\_\_\_

Will any openings be required through walls, ceiling, roof, windows or floors? \_\_\_\_\_

This additional alteration is not a reimbursable item from the Cooperative but may be included in outgoing purchase price of membership.

I hereby certify that I will comply with the following regulations:

- 1) Additions/alteration to be properly maintained as approved by the Board of Directors
- 2) Additions/alteration to be moved at Occupants expense if necessary for maintenance
- 3) Addition to be built so as not to obstruct grass maintenance, snow removal or obstruct pedestrian view.
- 4) Future occupant will have the option of addition/alteration to remain or having said item returned to original condition.
- 5) Occupant/Member assumes full liability in the event of injury to residents or visitors.
- 6) Resident hereby agrees that any deviation from the above agreement will subject of removal at members cost.
- 7) The above work shall be completed in timely manner or a new authorization must be obtained and approved again by the Board of Directors.

I hereby certify that this work will be performed in accordance with all city codes, permits, rules and regulation, By-laws and Occupancy Agreement.

NAME: \_\_\_\_\_ ADDRESS: \_\_\_\_\_

UNIT NUMBER: \_\_\_\_\_ PHONE: \_\_\_\_\_ DATE \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

FOR OFFICE USE ONLY

THIS PERMIT REQUESTED ABOVE IS HEREBY: GRANTED \_\_\_\_\_ DENIED \_\_\_\_\_

BOARD APPROVAL DATE: \_\_\_\_\_

INSPECTED BY: \_\_\_\_\_ DATE: \_\_\_\_\_

APPROVED \_\_\_\_\_ NOT APPROVED \_\_\_\_\_

WILLIAMSBURG TOWNEHOUSES COOPERATIVE

INSTALLATION / ALTERATION FORM B

**This alteration/addition must be returned to original condition or Townhouse approved item similar to original item (if applicable).**

**No altering or removing any part of the structure including wood, frames, concrete, aluminum, vinyl siding, brick, windows, or roofing and materials**

**Member is responsible for any maintenance or repair required on this alteration/ addition for the duration (life) of item installed**

I hereby certify that I will comply with the following regulations:

- 1) Additions/alteration to be properly maintained by member as approved by the Board of Directors
- 2) Additions/alteration to be moved or removed at Occupants expense if necessary for maintenance repairs
- 3) Occupant/Member assumes full liability in the event of injury to residents or visitors.
- 4) Resident hereby agrees that any deviation from the above agreement will be subject of removal at members cost.

I hereby certify that this work will be performed in accordance with all city codes, permits, rules and regulation, By-laws and Occupancy Agreement.

NAME: \_\_\_\_\_ ADDRESS: \_\_\_\_\_

UNIT NUMBER: \_\_\_\_\_ PHONE: \_\_\_\_\_ DATE \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

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THIS PERMIT REQUESTED ABOVE IS HEREBY: GRANTED \_\_\_\_\_ DENIED \_\_\_\_\_

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APPROVED \_\_\_\_\_ NOT APPROVED \_\_\_\_\_