



## FOREST HILLS GARDENS CORPORATION

Two Tennis Place  
Forest Hills, NY 11375  
718/268-2420  
FAX: 718/263-4080

### APPLICATION FOR APPROVAL OF PROPOSED WORK

#### ON PROPERTY IN FOREST HILLS GARDENS

An application for approval of work on property in Forest Hills Gardens consists of an application form and the materials necessary to describe the project fully. Projects may not proceed without approval in writing from the Forest Hills Gardens Corporation and changes in approved plans may be made only upon further review and approval by the FHGC.

Please print all items. If not applicable, mark "N/A".

**ADDRESS OF PROPERTY:**

\_\_\_\_\_ Street and Number

**HOME OWNER:**

Or cooperative corporation

\_\_\_\_\_ Full Name and Title

\_\_\_\_\_ Address if different from above

\_\_\_\_\_ Phone Number Day

\_\_\_\_\_ Evening

\_\_\_\_\_ Fax

\_\_\_\_\_ e-mail

**TYPE OF ALTERATION:** Major New Construction

\_\_\_\_\_ New Structure

\_\_\_\_\_ New garage or ancillary structure

\_\_\_\_\_ Addition to existing structure substantial enough to require a foundation and/or roof

Please continue on reverse

Description of Proposal: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**FILING FEES:**

**FEE SCHEDULE FOR ARCHITECTURE APPLICATIONS FOR MAJOR CONSTRUCTION**

<b>square footage</b>	<b>fee</b>
0 through 250	\$ 500
more than 250 but not more than 500	\$ 1,000
more than 500 but not more than 750	\$ 1,500
more than 750 but not more than 1,000	\$ 2,000
more than 1,000 but not more than 1,500	\$ 3,000
more than 1,500	\$ 5,000
new houses	\$10,000

Include supporting material indicating compliance with FHGC Covenants and Restrictions as well as FHGC Architecture Guidelines. Pictures, brochures, plans and diagrams are most helpful.

Contractor specifications are required in some cases. Samples are also required for some projects.

Your application will be reviewed by the FHGC Architecture Committee. In order to process your application, a member(s) of the Architecture Committee will conduct a site visit. If access to the property is required, you must check the following appropriate box.

- I authorize access to the property, no prior notice is required. (checking this box may expedite the review process.)
- I prefer a scheduled site visit. (checking this box will require the coordination of two or more schedules, this may lengthen the review process.)

Please understand that only approval, *in writing* from the FHGC authorizes commencement of the work. Accordingly, it is recommended no materials be purchased until you receive this written approval.

I understand that this form only serves as an *application for approval* and is not approval of the proposed project or work to be done. Approval by the Forest Hills Gardens Corporation, if given, will be in writing and proposed work may not commence until final written approval is given. I also understand that any work done *without* written approval may be subject to removal at my own expense.

SIGNATURE of HOMEOWNER \_\_\_\_\_  
 Or of PRESIDENT OF CO-OP \_\_\_\_\_ date  
 BOARD \_\_\_\_\_

Please print name