



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

Minor Additions or Alterations Only

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, including pictures of existing conditions. 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: Minor Addition/Alteration to Structure or Sites

_____ Alteration of exterior building surfaces, including painting and paint color

_____ Alteration, replacement, addition or deletion of windows, doors (or other openings) including storm/security doors and windows.

_____ Additions to existing structure not requiring foundation or roof (e.g. entrance enclosures, canopies, porch decks, patios, roof extensions, dormers, exterior steps, railings, etc.)

_____ New/altered/replaced paving for driveways and walkways

Please continue on reverse

- _____ Fences, walls, gates
- _____ Signs
- _____ Through-the-wall air-conditioners and central air-conditioning units
- _____ Other (please specify) _____

Revision of previously approved plans _____

Description of Proposal: _____

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