

Chestnut on the Green Phase II

ARCHITECTURAL MODIFICATION REQUEST FORM

Architectural modification approval is required for upgrades, replacements, and/or changes requested by the owner that effect the exterior of any unit or building. Examples are door and window replacement, screen/storm door addition, deck enlargement, patios, privacy fences and awnings. Additions and some modifications are also covered in the supplement zoning petition variation of August 1, 2003 obtained from the Village of Indian Head Park. All applications must be made by the homeowner directly to Hillcrest Property Management using the attached form. Homeowners must include photographs, drawings, etc., when filing the request. Do not proceed with construction until written approval is received back from Hillcrest Property Management. Upon approval, all work must be performed and completed according to approved codes, Village requirements, good practice and workmanship. Completed installations are subject to inspection by the Association. Replacements/modifications not meeting the requirements may be rejected and reparation made at the owner's expense.

Power, gas, water and telecommunications companies deliver utility services underground. To avoid damaging those lines, state law requires **you** to **call JULIE** (811 or 800-892-0123) **before** any **digging** project, regardless of the project size or depth.

Doors & Windows

Replacement doors/windows must match the original appearance, construction, color, material and finish. Original garage doors were manufactured by Clopay Building Products, and are available through many suppliers, including Home Depot, House of Doors, etc. The original window manufacturer is no longer in business, but window replacements are available from Andersen, Feldco and others. Window mullions must match placement of the original. Replacement door or window glass must not be dark or color tinted. Multi-pane sound-resistant windows are permitted. Front entry storm/screen doors must be white. A brochure picture of the exact door/window must be submitted with the application.

Decks, Patios, Privacy Screens, Awnings

These improvements require a building permit, and the Village will request Association approval before a permit will be issued. The owner should review the village zoning petition available at www.chestnutonthegreen.com or at the Village offices.

Composite deck flooring material is recommended, and the color should be gray, brown or redwood. Wood decking (but not composite) must be sealed. Privacy screens may be wood or plastic and must be white. Deck or walk-out patio awning fabric must be predominately tan color.

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ARCHITECTURAL MODIFICATION

Date: _____

Unit Owner and Address: _____

Email: _____

Daytime Phone: _____ Evening Phone: _____

NATURE OF MODIFICATION:

Installer/Contractor: _____

A REPRESENTATIVE DRAWING OF ALL PROPOSED IMPROVEMENTS MUST BE ATTACHED TO SHOW DESIGN, DIMENSIONS AND MATERIALS. Attach photographs, brochures, drawings, other descriptions, as needed, to describe the proposed improvements/modifications.

All work will be performed according to the requirements of the Village of Indian Head Park. As of the approval date of this project, I accept full responsibility for all the upkeep of the altered area and to maintain it in a safe condition.

Signed: _____ Date: _____

Received By: _____ Date: _____

Approved By: _____ Date: _____

Reason for Disapproval:

Application approvals will be reviewed and replied to within 10 – 15 business days.

Please send application and supporting documentation to:

**Hillcrest Property Management
55 W. 22nd Street, Suite 310
Lombard, IL 60148**

**Phone 630-627-3303
Fax 630-627-0033
tpurrazzo@hillcrestmgmt.com**