
Cedar Creek Farm Community Association

1636 N. Cedar Crest Blvd., Suite #317 Allentown, PA. 18104
Tel: 484-224-9010

Request for Modification Checklist

Please use the following list as a guideline prior to submitting a Request for Modification. This list is not inclusive of all required township permits. The homeowner is responsible for obtaining all the required South Whitehall Township permits for their project. Submission of a Request for Modification without the required permits will result in a rejection of your request. Other missing items such as site plans, materials lists, etc. may result in a delay in the review of your request by the Board.

- 1. Zoning Permit:** Required for: sheds (regardless of size), patios and decks. Less than 30” above finished grade AND have an area of less than 100 Sq. Ft.
- 2. Building Permit:** Required for: sheds (100 Sq. Ft or more.), patios and decks. 30” or more above finished grade OR have an area of 100 Sq. Ft or more.
- 3. Site Plan:** Please include a sheet that shows all existing and proposed structures. Also, indicate the setbacks of all structures and buildings from all property lines. A grid sheet with ½ inch squares for scale can be used. A copy of your property survey with the location of the proposed structures would be ideal.
- 4. Materials List:** List of materials (including brand and model # for items like storm doors) that are to be used in your project. If the work will be performed by a contractor, the job estimate or contract that lists these items would suffice.

You must not start any work on your Request for Modification until after your request has been approved by the Cedar Creek Farm Community Association Board of Directors.

The Board of Directors meets monthly and will make determinations on all pending requests at that time.

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REQUEST FOR MODIFICATION

Owner Name: _____ **Date:** _____

Address: _____

Phone/Home: _____ **Phone/Work:** _____

Planned Project Starting Date: _____ Estimated Duration (Days): _____

Provide a description of the project which, together with the required drawings and specifications, will adequately disclose the project for consideration for approval.
(Please print or type)

Attach second sheet if needed.

Attach the specifications for any material which will be used and a drawing where applicable on a scale of 1/2 inch = 1 foot or other appropriate scale.

For any project utilizing a contractor please provide the following:

CONTRACTORS NAME: _____

ADDRESS: _____ PHONE: _____

I have received, read and I understand the ALTERATIONS POLICY governing the **Cedar Creek Farm Community Association**. I agree to abide by the policy and to proceed only after receiving written authorization from the Board of Directors. I will expeditiously complete the project in accordance with the plans and specifications provided and absorb its full cost. I further understand that the Board's approval is subject to the building codes of South Whitehall Township. Upon applying for a permit, disapproval of plan will require re-submission of new plan to Board of Directors.

Signed: _____ **Date:** _____

PLEASE MAIL TO:

Cedar Creek Farm Community Association
1636 N. Cedar Crest Blvd., Suite #317 Allentown, PA. 18104
Allentown, PA. 18104-4268

Board of Director Use Only:

DATE RECEIVED: _____

Approval Status

APPROVED

APPROVED AS NOTE

DISAPPROVED

_____, **President, Cedar Creek Farm Community Association**

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Comments:
