

Neville Manor HOA  
BHHS Preferred Property Mgt.  
3820 Old William Penn Hwy.  
Murrysville, PA 15668  
Phone: 703-587-1753  
Alexanderbeltran@theppmc.com

**Request for Approval  
Exterior Alterations to Home or Land Areas**

1. \_\_\_\_\_  
Name of owner requesting approval Phone Number

2. \_\_\_\_\_  
Fax Number E-mail address

3. \_\_\_\_\_  
Address (site of alteration)

4. \_\_\_\_\_  
Mailing address if different

5. TYPE OF ALTERATION \_\_\_\_\_ Landscape \_\_\_\_\_ Building Exterior \_\_\_\_\_ Other

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6. SCOPE OF ALTERATION  
Please explain in detail what you are requesting permission to do. Include approximate dimensions, if appropriate. If you are requesting a paint color, please list first, second, and third choices. (Add additional page if necessary) Please include any paint samples, material samples (i.e. brick, stone, shingles, literature, catalog pictures).

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7. LOCATION OF ALTERATION AROUND YOUR HOME: (Check One)  
\_\_\_\_\_ Front \_\_\_\_\_ Side \_\_\_\_\_ Rear \_\_\_\_\_ Other(Explain)

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8. MATERIAL TO BE USED:

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9. EFFECT ON EXISTING AREA:  
Explain if any existing elements will be affected by this alteration.

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10. Expected date to begin alteration: \_\_\_\_\_

11. Expected date to complete alteration: \_\_\_\_\_

12. Effect of alteration on neighbor to EITHER side or rear of your home:  
\_\_\_\_\_

13. YOU MUST ATTACH A DRAWING SHOWING ALL EXISTING ELEMENTS, INCLUDING SHRUBS AND PORCHES IN SOLID LINES AND THE PROPOSED ALTERATIONS IN DOTTED LINES. INCLUDE THE FIRST THREE FEET OF EACH OF YOUR NEIGHBOR’S LOTS AND YARD. SHOW DISTANCE FROM NEAREST EXISTING ELEMENTS TO PROPOSED ADDITIONS OR ALTERATIONS. THE BOARD, AT ITS SOLE DISCRETION, MAY BUT IS NOT REQUIRED, TO REQUEST ADDITIONAL INFORMATION RELATED TO THE REQUEST FOR APPROVAL.

14. Signature of nearest neighbors to the right, left, rear, or abutting of your home to signify they have no objections to this alteration.

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\*Note: If you are unable to obtain the signatures of your immediate neighbors, please explain the reason. Obtaining signatures of your immediate neighbors will facilitate the application process.

\*\*Please note that the Association shall not be responsible for any alteration which is completed in response to the grant of approval of an alteration request. The Unit Owner completing the alteration is solely responsible for ensuring compliance with all federal, state and/or local laws, and obtaining all permits. The Association does not oversee or inspect any alteration and it is the Unit Owner’s responsibility to ensure that the construction or alteration is completed in a workmanlike manner and within industry standards. The Unit Owner completing the alteration shall be solely responsible for any and all damage which may be caused by or during an alteration.

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**IN ORDER TO HAVE YOUR REQUEST CONSIDERED FOR APPROVAL, ALL APPLICATIONS SHOULD BE SUBMITTED AT LEAST 2 WEEKS PRIOR TO THE START OF THE ALTERATION. NO WORK MAY BEGIN UNTIL A LETTER OF APPROVAL HAS BEEN ISSUED.**

X \_\_\_\_\_  
Signature of Applicant

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Management Use Only  
\_\_\_\_\_ Approval \_\_\_\_\_ Denial \_\_\_\_\_ Date

**ITEMS TO PROVIDE INCLUDE, IF APPLICABLE, SITE PLAN, CONTRACTOR'S PROPOSAL, CONTRACTOR'S CERTIFICATE OF INSURANCE, AND TOWNSHIP PERMIT IF IT IS REQUIRED FOR THIS ALTERATION.**