

### APPLICATION TO ALTER A DWELLING UNIT

Approval does not obligate Corporation to reimburse member at re-sale. Members must submit form 30 days before commencement of work. Applicants **MUST** attach a **drawing- to-scale** of alterations (and pictures for landscaping) before approval is granted. Applications with missing information/documentation will be rejected.

All improvements must meet Cedarwood standards and the Village of Park Forest codes. Inspections by the Cooperative Management and the Village of Park Forest may be conducted at any time. If violations are discovered, the member is responsible for correcting violations at his/her expense and is subject to a \$150 fine.

DATE: \_\_\_\_\_ ADDRESS: \_\_\_\_\_

NAME(S): \_\_\_\_\_

HOME PHONE: \_\_\_\_\_ CELL PHONE: \_\_\_\_\_

GENERAL NATURE OF ALTERATION OR IMPROVEMENT:

STRUCTURAL _____	PLUMBING _____	PATIO/DECK _____
ELECTRICAL _____	BUILT-IN FURNISHINGS _____	LANDSCAPING _____
MECHANICAL _____	ANTENNA/CABLE/SATELLITE _____	OTHER _____

WHAT ARE YOU INSTALLING OR CONSTRUCTING: \_\_\_\_\_

DESCRIBE IN DETAIL EVERY STEP YOU WILL TAKE TO PERFORM JOB: \_\_\_\_\_

FULL LIST OF MATERIALS: \_\_\_\_\_

WHO WILL PERFORM WORK: \_\_\_\_\_

IF USING A CONTRACTOR, COMPANY NAME: \_\_\_\_\_

CONTACTOR ADDRESS: \_\_\_\_\_ CONTRACTOR PHONE: \_\_\_\_\_

**Electricians & Plumbers must be licensed with the Village of Park Forest. All contractors must provide a Certificate of Insurance with Cedawood as an added insured AND Workmen’s Compensation Coverage.**

ESTIMATED COST OF WORK: \_\_\_\_\_

SIGNATURE(S) OF APPLICANT(S) \_\_\_\_\_

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FOR OFFICE USE ONLY:

Approved \_\_\_\_\_

Disapproved \_\_\_\_\_

Reason \_\_\_\_\_

If you will dig past 6” you must first call J.U.L.I.E. at 1-800-892-0123 to mark underground wires. Members are fully responsible for all improvements and alterations All work must be completed professionally. Work that is not done in a professional manner will be required to be removed or redone at the sole expense of the member(s).

\_\_\_\_\_  
Manager’s Signature

\_\_\_\_\_  
Date

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## REQUESTS FOR APPROVAL OF DWELLING CHANGES

Any landscaping, installations, remodeling, alterations, structural changes, or home improvement projects to a Member's unit must be approved by the Cooperative Office prior to the commencement of any such work. All requests must be made in writing and addressed to the Cooperative Office on the "Alteration of Dwelling Form", a copy of which is available in the Cooperative Office. Members should keep copies of all such documents for future reference. An automatic \$150 fine (no warning) will be issued for any home improvement project or alteration of the unit without prior approval. Work must cease immediately until approval is issued by the cooperative office. If work continues without approval, fines will be doubled on a daily basis and upon the fourth violation, eviction proceedings may commence.

The Cooperative does not assume any liability or maintenance responsibility for any alterations made to a Member's unit.

### ALTERATIONS AND IMPROVEMENTS:

Members are encouraged to beautify or otherwise improve their dwelling unit and the adjacent grassy areas at their own expense. The Cooperative Office is available for guidance and advice and may provide assistance for specific projects upon request.

#### A. REMODELING/IMPROVEMENTS

All landscaping, installations, remodeling, alterations, structural changes, home improvement projects and/or other improvements of the dwelling unit must comply with the building codes of the Village. Prior to the commencement of any such work, the Member must submit proof to the Cooperative Office that he/she has all applicable permits or licenses and any and all insurance which may be required by the Cooperative Office. No work shall commence until Member has obtained all necessary permits or licenses and any required insurance.

Plans and drawings must accompany an "Alteration of Dwelling Form" and be submitted to the Cooperative Office at least thirty (30) days prior to the Member's anticipated date of commencement. If contract labor is used, proof of general liability and of workers compensation insurance coverage is required.

Any landscaping, installations, remodeling, alterations, structural changes, or other home improvement projects done in violation of these provisions must be corrected to the satisfaction of the Cooperative Office or any such landscaping, installations, remodeling, alterations, structural changes, or other home improvements will be corrected at the Member's sole expense by the Cooperative. In addition, a fine will be assessed against the Member in violation.

#### B. REPAIR AND MAINTENANCE

The Member is responsible for the care, maintenance and repair of all improvements made by the Member and those inherited from any former Member.

#### C. OUTSIDE CONTRACTORS

Any outside contractor(s) or individual who is hired by a Member for landscaping, installation, remodeling, alterations, structural changes, maintenance, repair purposes or the construction of any other improvements must be approved by the Cooperative Office and provide evidence of satisfactory general liability and workers compensation insurance coverage. All contractors must be licensed in the Village. If a Member does not adhere to any of these rules, he/she is fully responsible for all resulting injury and/or damages, and a \$150 fine will be assessed against the Member in violation.

# CHECK LIST

## **For Decks and Patios**

- Alter of Dwelling Form
- Drawing to Scale with Measurements
- 1-2 Pictures of work location showing adjacent building & sidewalk

## **For Satellite Dishes**

- Alter of Dwelling Form
- Satellite Antenna Policy
- Certificate of Insurance from Contractor with evidence of:
  - General Liability
  - Workers Compensation
  - Cedarwood Cooperative as an added insured

## **For Remodeling with or without Electrical, and/or Plumbing Work**

- Alter of Dwelling Form – No blank lines
- Drawing to scale with measurements showing new construction within existing building
- Detailed written specifications of construction work with material list (provided by your contractor)
- Certificate of Insurance from Contractor with Evidence of:
  - General Liability
  - Workers Compensation
  - Cedarwood Cooperative as an Added Insured
- Contractor(s) must be registered with the Village of Park Forest
- All Electricians and Plumbers must be licensed and registered with the Village of Park Forest