

# Application for Exterior Alteration or Maintenance of Building or Land

CONTROLLED BY DECLARATION OF COVENANTS AND RESTRICTIONS AFFECTING WESLEYAN HILLS ASSOCIATION, INC. PROPERTIES – ARTICLE X

Mail To:

Westford Real Estate Management  
Wesleyan Hills Association - ALRC  
348 Hartford Tpke, Suite 200  
Vernon, CT 06066  
860-528-2885

Date \_\_\_\_\_

Or email to:

richn@westfordmgt.com

In accordance with the Declaration of Covenants and Restrictions referred to in deed covering the below described property, I/We hereby apply for written consent to make the following exterior changes to the premises located at:

.....  
Lot number and address

Description of Changes desired (give full details of exact location on the above property, purpose, type and color of materials used):

.....  
.....  
.....  
.....  
.....

(If change is other than exterior painting or reroofing of structure – attach hereto sketch, architectural plan, etc. of structural change; ground planting, fencing or rearrangement.)

I/We desire to do this work on or before \_\_\_\_\_

If work is not commenced in six (6) months from date \_\_\_\_\_ request must be resubmitted.

I/We understand and agree that no work on this request shall commence until written approval by the Wesleyan Hills Association, Inc. Architecture and Landscape Review Committee has been received by me/us.

Owner(s) of Record

Contact Information

Signature(s) \_\_\_\_\_

Home Phone \_\_\_\_\_

Print Name(s) \_\_\_\_\_

Mobile Phone \_\_\_\_\_

\_\_\_\_\_

**Meadow Management, PO BOX 192, Cromwell, CT - 06416**  
**860-635-0188**

FOR NEIGHBORS INFORMATION:

YOUR NEIGHBOR HAS APPLIED TO THE ARCHITECTURAL/LANDSCAPE REVIEW COMMITTEE (ALRC) PURSUANT TO THE ATTACHED APPLICATION FOR EXTERIOR ALTERATION OR MAINTENANCE OF BUILDING OR LAND.

PLEASE SIGN BELOW TO INDICATE YOU HAVE HAD THE OPPORTUNITY TO REVIEW SAID PLAN.

YOUR SIGNATURE ON THIS FORM DOES NOT CONSTITUTE YOUR APPROVAL OF THE APPLICATION OR APPROVAL FOR THE APPLICANT TO PROCEED. IT INDICATES THAT FACT THAT YOU HAVE BEEN GIVEN NOTICE OF THE PROPOSED CHANGE AND HAVE HAD THE OPPORTUNITY TO REVIEW THE APPLICATION TO THE EXTENT YOU SO DESIRE.

IF YOU HAVE ANY QUESTIONS OR COMMENTS, PLEASE CONTACT THE MANAGEMENT FIRM.

NEIGHBORS SIGNATURE & ADDRESS

DATE

\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Notification of Action: Y or N

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Notification of Action: Y or N

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Notification of Action: Y or N

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Notification of Action: Y or N

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\_\_\_\_\_  
Notification of Action: Y or N

## Architectural & Landscape Review Committee (ALRC) CHECKLIST & INFORMATION

The following chart is designed to provide a quick checklist of items needed to make a complete application to the Wesleyan Hills ALRC for some of the most common changes to property. It is **not** meant to be an exhaustive list of either items needed for an application to be deemed complete nor is it intended to be an exhaustive listing of items that require ALRC approval. For further information, refer to the Wesleyan Hills Association Architecture and Landscape Review Committee Guidelines (June 2002 or most recent version).

|                                   | Plot Plan showing location | Materials Example | Style | Color | Style/Color of other parts of dwelling | Landscape Plan | Photo of existing area/structure |
|-----------------------------------|----------------------------|-------------------|-------|-------|--|----------------|----------------------------------|
| <b>Decks *1,*6</b>                | X                          | X                 | X     | X     | X                                      | X              | X                                |
| <b>Painting</b>                   |                            | X                 |       | X     | X                                      |                | X                                |
| <b>Roof *6</b>                    |                            | X                 | X     | X     | X                                      |                | X                                |
| <b>Vinyl *2</b>                   |                            | X                 | X     | X     | X                                      |                | X                                |
| <b>Landscaping *3</b>             | X                          | X                 |       |       |  | X              | X                                |
| <b>Ext. Lights</b>                | X                          | X                 | X     |       | X                                      |                | X                                |
| <b>Dog House/Run</b>              | X                          | X                 | X     | X     | X                                      | X              | X                                |
| <b>Clothesline</b>                | X                          | X                 |       |       |  | X              | X                                |
| <b>Shutters *6</b>                |                            | X                 | X     | X     | X                                      |                | X                                |
| <b>Fences *1, *4</b>              | X                          | X                 | X     | X     | X                                      | X              | X                                |
| <b>Sheds *1, *4, *6</b>           | X                          | X                 | X     | X     | X                                      | X              | X                                |
| <b>Pools *1, *5</b>               | X                          | X                 |       |       | X                                      | X              | X                                |
| <b>Alteration/Addition *1, *6</b> | X                          | X                 | X     | X     | X                                      | X              | X                                |
| <b>Driveways *7</b>               | X                          | X                 |       |       |  | X              | X                                |
| <b>Satellite Dishes</b>           | X                          | X                 |       |       |  |                | X                                |
| <b>AC *8</b>                      | X                          | X                 |       |       |  | X              | X                                |

\*1 –Must meet city building codes (Building Permit may be required)

\*2 – Not approved for all areas of Wesleyan Hills (not approved in the Red Section)

\*3 – Must not interfere with neighbor's views or with traffic sight lines.

\*4 – Are discouraged.

(Size appropriate fences of wood may be approved if needed for visual or acoustical privacy or for safety.)

(Sheds must be to rear of dwelling and share a common wall with dwelling. Must be of same style, material and color as the dwelling)

\*5 – Above ground pools are not approved. In-ground pools must be at rear of house and in location that does not impact neighboring lots with respect to noise, light or sight lines. Fences must meet city code and ALRC standards. Most lots will not be thought appropriate for pool installation.

\*6- Must be compatible with original building in respect to style, materials and colors.

\*7 – Must have at least a gravel base, a hard surface is preferred.

\*8 – Permanent installations through the wall or in a window must be approved. Compressor location must be approved and screened.