

APPLICATION TO REQUEST **MCVI** BOARD APPROVAL TO ALTER, IMPROVE, OR OTHERWISE CHANGE THE SITE, ACCESSORY STRUCTURE, SHED, OR EXTERNAL CHANGES TO THE MOBILE HOME.



- NO work can begin until board approval has been obtained.
- You will be required to remove any/all unauthorized modifications made prior to board approval.
- The Town of Marilla may issue a fine for work performed without a required building permit.
- A town building permit will not be issued without community approval, first!

Application Instructions:

Please complete all data shown on this application and mail to Keynote Realty, Inc. or put in the office mailbox. All applications are reviewed and voted on by the Board of Directors at regular board meetings only. Incomplete applications will not be reviewed.

Required Documentation:

- (1) Scale drawing showing location and exact size of change(s) requested. Drawing must include the location of your mobile home on your lot.
- (2) Color sample(s), if applicable.
- (3) Product specifications.
- (4) Copy of contract for work, if applicable.

Examples:

The following are some examples that require advance board approval. This list is non-exhaustive, and does **not** list all situations.

- ➔ Construction of, or modification to an attached structure (deck, patio, carport, garage). i.e. Adding a door, window, roof, etc.
- ➔ Installing, constructing, moving, or changing a mini-barn or storage shed.
- ➔ Installing new landscaping, trees, or shrubs
- ➔ Putting up fixed, lattice-type screening of any type. All fences require advance approval.
- ➔ Enclosing the tongue/hitch of your mobile home.
- ➔ Putting in a new entry or exit steps to your mobile home or changing the location of the steps.
- ➔ Putting up temporary structures of any type (tents, sun shades, etc.)
- ➔ Modification to mobile home's skirting
- ➔ Installing an expansion to your driveway
- ➔ Any structural change to your home (roofing, exterior walls, siding, windows, doors, etc.)

Member Name: _____

Lot: _____

Date ___ / ___ / ___

Please fill out this form completely!

Member Name: _____ Address: _____

Description of work to be done: _____

Will this work be completed by a contractor? Y N If yes, please provide contractor's information:
Check One: Yes No

Contractor Name: _____ Contractor Phone: (____) ____ - _____

Date work to begin: ____ / ____ / ____ Date work to be completed: ____ / ____ / ____

Agreement:

The approval of this application can/will be rescinded if work is not completed as indicated by associated documents (plans, drawings, permits, contracts, etc.) or as scheduled. If approval is rescinded, the member agrees to obtain a new approval (by filling out new paperwork, obtaining new permits, etc.). The board will review and process the new application in the same manner as the first.

All inquiries regarding this application must be made in writing or in person to the Board of Directors and addressed only at scheduled board meetings. No individual board member can discuss this application outside the board meeting.



No WORK CAN BEGIN UNTIL YOU HAVE RECEIVED WRITTEN BOARD APPROVAL, OBTAINED APPROPRIATE TOWN PERMITS, AND FILED COPIES WITH THE BOARD.

Signed: _____ | _____ | Signed: _____ | _____
Member Signature Date Member Signature Date

Office Use Only:

Date Received: ____ / ____ / ____ Date Reviewed: ____ / ____ / ____

circle one:

APPROVED

NOT APPROVED

RESCINDED

Explanation: _____

Signed: _____ | _____
Board President Date