

Monticello Place Community Association

Intent to Renovate

Requirements that must be supplied for Board approval

1. A plat plan with all renovations noted and dimensions from the property line if it is a new structure. (a plat plan with your home location should have been supplied at your closing)
2. A detailed description of the project with specifications and materials to be used. (Contractor/Builder specifications with the contract may meet this requirement)
3. Signed homeowner notification forms of all adjoining Monticello Place homeowners. (Page 2 of this document)
4. After Board approval, all appropriate permits must be obtained prior to the start of construction.

Note: Deed of Restrictions and section plat plans can be downloaded from the web site. Please use the contact us option through the web site to start the renovation process.

Your section representative will contact you ASAP.

Web site: <http://Monticelloplacejtown.org>

Monticello Place Community Association Project Proposal – Neighbor Notification

This signed statement is to inform the Monticello Place Community Association that

NAME: _____

ADDRESS: _____

Has informed me of their upcoming plan to _____
(Type of Project)

on their property. He/she has reviewed this with me and I understand and either accept or have concerns regarding the proposed changes to this property. If I have concerns about this project, the homeowner will advise me when the project is being review by the Monticello Place Board of Directors so that I may present my concerns at that time. Meeting dates and locations are available on the MPCA web site at <http://monticelloplacejtown.org>

Printed Name: _____

Address: _____

Signature: _____

Date: _____