



# MONTICELLO PLACE

## 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. Forms may be downloaded from the web site.
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 contact your Section Rep to start approval process.

Web site: [Monticelloplacejtown.org](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 reviewed by the Monticello Place Community Association Board of Directors so that I may present my concerns at that time. Meetings are held the second Monday of each month at the J-Town Police Station meeting room at 6:30 p.m.

Signature: \_\_\_\_\_

Address: \_\_\_\_\_

Date: \_\_\_\_\_