

**COURTYARDS OF CARLISLE,
A CONDOMINIUM ASSOCIATION**

**ARCHITECTURAL VARIANCE REQUEST FORM
(Exterior Structure and/or Landscaping Variances)
Submission of Plans to the Executive Board**

Owner Name: _____

Address: _____

Email: _____

Phone: _____

Date Submitted: _____ **Date Received by Executive Board:** _____

In accordance with the Courtyards of Carlisle Condominium Owners' Association Declaration, I request your consent to make the following changes, alterations, renovations, additions, and/or removals to the Common Elements and/or Limited Common Elements at my Unit: (Briefly describe any changes you wish to make in the space provided below. Please include and attach as applicable; sketches, drawings, blueprints, pictures, cut sheets, and the type of materials to be used. For landscaping include the specific plants to be added and/or removed, and/or replaced.)

Is this an amendment to a previous request? _____

If "yes", please provide the approximate date of previous request: _____

Please attach as applicable, a detailed (to scale) drawing or blueprint of your plan(s) and return along with this request to:

Hershey Real Estate Services
231 N Shippen St, Ste 25
Lancaster, PA 17602
Or email to calyoder@gmail.com

I understand that under the Declaration, the Executive Board will act on this request and provide me with a written response of their decision. I further understand and agree to the following provisions:

1. No work or commitment of work will be made by me until I have received written approval from the Board.
2. All work will be done at my expense and all future upkeep will remain at my expense.
3. All work will be done expeditiously once commenced and will be done in a good workman-like manner by a qualified, licensed, and insured contractor.
4. All work will be performed at a time and in a manner to minimize interference and inconvenience to other Unit owners.
5. I assume all liability and will be responsible for all damages and/or injury which may result from performance of this work as well as all damages and/or injury which may result from the final product of the request.

6. I will be responsible for the conduct of all persons, agents, contractors, and employees who relate to this work.

7. I will be responsible for complying with, and will comply with, all applicable federal, state, and local laws, codes, regulations, and requirements in connection with this work, and will obtain any necessary governmental permits and approvals needed. I understand and agree that Courtyards of Carlisle, A Condominium Association, its Executive Board, and its Agent(s) have no responsibility with respect to such compliance and that the Board or it's designated Agent's approval of this request shall not be understood as the making of any representation or warranty that the plans, specifications, or work comply with any law, code, regulation, or governmental requirement.

8. I understand that a decision by the Executive Board is not final and that the Executive Board may reverse or modify its decision upon written application of any Owner made to the Executive Board within five (5) days after the Executive Board has made its decision.

9. I further agree that any future maintenance will be the Owner's responsibility, and if not properly maintained, the Board may do so at the Owner's expense.

10. Subsequent purchasers of this condominium unit must be advised of this agreement prior to a final sale of the unit.

11. The contractor will be: _____

12. If approved, the work would start on or about: _____ And would be completed by: _____

Owner Signature: _____ Date: _____

Approved: _____ Date: _____

Approved w/ conditions: _____ Date: _____

Conditions/Stipulations:

Denied: _____ Date: _____

State Basis For Denial Of Application:
