

**ARCHITECTURAL & LANDSCAPING REQUEST FORM**

**SPRINGFIELD MANOR -- Web site: [www.springfieldmanorhoa.org](http://www.springfieldmanorhoa.org)**

**FROM:** Name: \_\_\_\_\_

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

Phone Numbers: Cell \_\_\_\_\_ Home \_\_\_\_\_

Please state as concisely as possible the nature of the request to be considered. Include all proposed exterior additions and landscaping changes for which approval must be obtained. Cite any architectural guidelines, which will be relevant to the Board of Directors' decision.

Description and Specifications: **Please Use other side for sketch or include contractor plans.**

**Homeowner please present to the Executive Board any Springfield Township permits for final approval. After final approval by the Board construction may begin. Please either fax or mail to Continental Property Management. Please refer to Springfield Manor Rules.**

**Work to be done by:** \_\_\_\_\_

If a contractor will be performing the work, **his/her insurance certificate of liability** must be submitted as part of this request. The homeowner is responsible for the entire installation, maintenance and upkeep (replacement, insurance etc.) for the above request. If approved, this request will be made part of any agreement of sale that I/we may enter into for the fore mentioned unit. If any local building permits are applicable, it will be my/our responsibility to secure those permits from Springfield Township - Wyndmoor, PA.

**Homeowner(s) Signature & Date**

\_\_\_\_\_

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

\_\_\_\_\_

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

**Continental Propety Management, Inc.**

**975 Easton Road Suite 102 - Warrington, PA 18976 Fax: 215-343-4409**