

**WHITING STATION at CRESTWOOD HOMEOWNERS ASSOCIATION, INC.**

323 Gardenia Drive, Whiting, NJ 08759

Tel: 732-350-3556

fax: 732-350-3922

**APPLICATION FOR ARCHITECTURAL MODIFICATIONS**

**MUST ATTACH CONTRACTOR'S CERTIFICATE OF LIABILITY INSURANCE (COLI) OR APPLICATION WILL BE RETURNED**

Name(s): \_\_\_\_\_

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

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

Tel: \_\_\_\_\_

**GUIDELINES** have been written for the following categories and may be reviewed at the Station Hall Office.

**Please check all boxes indicating the type of modification(s) requested:**

Air Conditioner/Furnace replacement	Irrigation Changes	Roof
Antennas/Satellite Dishes	Landscape Edging (Driveway, Flower Beds, Trees, etc.)	Shutters
Awning for Patio or Deck	Louvers & Roof Vents	Siding
Deck Addition	Mailbox (black only) +/-or Posts	Skylights/Solar Tube/Solar Panels
Deck Handrails	Oil Tank: In Ground Removal +/-or Replacement w Roth Tank	Tree(s): Removal or Planting New
Doors (exterior & storm/screen)	Oil Tank: Above Ground Removal	Windows
Driveway	Oil to Gas Conversion	Window Boxes
Exhaust Fan, Attic/Roof/Kitchen/Bath	Painting (Doors, Shutters, Trim, etc.)	Other; Explain Below
Fireplace Installation	Patio	
Furnace Stack Chase	Porch Enclosure	

For clarification, please describe your project in detail. Provide information such as: location, size, color, and drawings. Enclose home plot plan when appropriate. Attach additional papers as needed.

\_\_\_\_\_  
\_\_\_\_\_

Contractor's Name: \_\_\_\_\_

**\*\*\*\*\* PLEASE READ AND INITIAL BELOW \*\*\*\*\***

**NOTE:** Any work that may interfere with or damage underground cables, wires, gas lines, irrigation or water main pipes or other utilities must take care to not damage or interrupt those services or infrastructure. It is the homeowner's responsibility to inform their contractor of their full liability in case of any damage to the existing underground lines. Any damage will be the responsibility of the homeowner to pay to repair. Irrigation repairs must be performed by the HOA's contractor. **I agree to abide by the above NOTE: (initials)** \_\_\_\_\_

**Please review reverse side of this** application and then put this form in the box labeled **Deposit Architectural Modification Application Here** on the outside wall of the Clubhouse next to the rear kitchen door.

SUBJECT: GUIDELINES: “Application for Architectural Modification”

A completed application form must be filed with the Board of Trustees in form and content as may be required by the Board from time to time, by delivery of the application to Station Hall. All applications to the Board of Trustees shall be subject to the following:

1. It shall be the owner’s or occupant’s responsibility to assure themselves of the current status of the “Rules and Regulations” that may be in effect at the time of the desired activity.
2. Manchester Township codes and Certificate of Occupancy apply to Whiting Station property. The Township Building Department requires a copy of this Board’s approval letter.
3. Application and approval process endeavors to:
  - a. Promote the general welfare and safety of the community.
  - b. Provide visual harmony and preservation of the aesthetic values at any given time.
  - c. Avoid interference with existing drainage patterns, utility lines, television cable systems, security systems, irrigation systems or easements and rights of way.
4. The Board of Trustees responsibilities apply to a broad range of subject matter, including but not necessarily limited to, the following:
  - a. Exterior buildings, additions and alterations.
  - b. Structural interior building additions and alterations.
  - c. Articles designed to be applied to building exteriors such as: signs, window air conditioners, canopies, awnings, attic fans, antennas, and objects of a decorative nature both permanent and non-permanent.
  - d. Objects or articles designed to be installed upon the land or properties such as: patios, porches, plantings, walls, fences, lawn and garden decorations, flagpoles, walkways and driveways.
5. THERE ARE NO “automatic approvals” UNLESS PROVIDED FOR SPECIFICALLY IN THE GUIDELINES.

WHITING STATION  
BOARD OF TRUSTEES