



## COMMUNITY OF SUN RIVERS OWNER ASSOCIATION

### Request for Alterations to Exterior of Home or Landscaping

To complete electronically, download form, complete all information, then email to [community@mysunrivers.com](mailto:community@mysunrivers.com) or your Neighbourhood Director. This document can also be printed and completed manually with the form hand delivered or scanned to a pdf file and emailed.

**PHOTOS/JPG'S OF THE FORM CANNOT BE PROCESSED Red boxes are required**

#### To Be Completed By Applicant

Neighborhood:

Date:

Homeowner Name:

Address:

Email

Phone #:

1. Please describe your request. Use a separate page if required.

2. Include a plot plan of your Home-Site showing the location and details of additions, removals, landscape alterations

\*Include working drawings showing additions of detached outbuildings, additions to the home or exterior changes, landscape changes

3. Is this a Health or Safety issue, or is it urgent? No Yes If yes, please explain:

#### Homeowner Disclosure:

I/We have reviewed the Guidelines and believe the request to be in compliance with the Community and Neighbourhood Guidelines. I acknowledge a \$35.00 application fee may be required for extensive alterations which require a plan review. Check box to acknowledge agreement:

Email: For community approval: [community@mysunrivers.com](mailto:community@mysunrivers.com)

For Neighbourhood approval: Email your Board of Directors ( visit [www.mysunrivers.com/community\\_directory](http://www.mysunrivers.com/community_directory) for addresses)

#### CSROA Use Only

**Neighborhood Association:** Approved ☐ Not Approved ☐ **Corix:** Approved ☐ Not Approved ☐ N/A ☐

Explanatory notes:

**Community Administrator:** The request for exterior alteration has been reviewed for conformance to the Community and Neighbourhood Guidelines.

Subject to any notes appearing below, your application is: Approved ☐ Not Approved ☐

Name \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

\$35.00 Fee applicable Yes ☐ No ☐ Received by: \_\_\_\_\_ Date: \_\_\_\_\_

**Notes:** Before any digging, homeowners must contact BC One Call (1-800-474-6886 or [bconecall.ca](http://bconecall.ca)) to locate any utilities impacted by the work.

Homeowner Notified: \_\_\_\_\_ Date: \_\_\_\_\_ Email ☐ Mail ☐ Hand ☐