

**SOUTHERN VALLEY COMMONS SERVICE ASSOCIATION**  
**REQUEST FOR APPROVAL**  
**TO MAKE ALTERATIONS TO EXTERIOR OF UNIT OR LAND AREAS**

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

1. Owner(s) name requesting approval: \_\_\_\_\_
2. Address where alteration will be made: \_\_\_\_\_
3. Mailing address of owner, if different from above: \_\_\_\_\_
4. Phone Number: \_\_\_\_\_ Work/Cell: \_\_\_\_\_
5. Email address: \_\_\_\_\_
6. Type of alteration: \_\_\_\_\_ Landscape \_\_\_\_\_ Building Exterior \_\_\_\_\_ Other

Please specify other: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

7. Location of alteration: \_\_\_\_\_ front \_\_\_\_\_ side \_\_\_\_\_ rear \_\_\_\_\_ other

Please specify other: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

8. Explain, in detail, what you are requesting permission to do, to include approximate dimensions:

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

9. Describe the type of materials to be installed: \_\_\_\_\_

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

10. Explain is any existing elements will be affected by this alteration: \_\_\_\_\_

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11. Explain the effect the alteration may have on neighbors to either side of your home.

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12. Signature of neighbor on each side of unit \_\_\_\_\_

13. Signature of neighbor on each side of unit \_\_\_\_\_

14. Attach a drawing to scale showing all existing elements, including shrubs, porches, and proposed alterations. Include the neighboring homes and yard in the drawing on the plot plan, showing the distance from the nearest existing elements to proposed additions or alterations.

Additional notes:

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**ALL REQUESTS MUST INCLUDE A SITE PLAN WITH THE  
ALTERATION DRAWN ON IT.**

Please mail to:

Southern Valley Commons  
C/O Cranberry Community Management  
PO Box 2225  
Cranberry Township, PA 16066