

Structural Alteration/Addition to a Building Approval Form

SUBMIT FORM:
Electronically (e-mail): cp.concernform@gmail.com
Paper: place in the designated mailbox (by the front door) at [991 Yuma Lane](#)

Date _____

Name _____

Address _____

Phone # _____

E-mail address _____

Please enclose the following:

- 1) “Plat Survey Drawing” from CPHA website, showing the dimensions of the addition, the location on the existing building and the property line setbacks of 8 feet. No addition may encroach on any utility or drainage easements as shown on the drawing.
- 2) Floor Plan – ¼” per foot scale.
- 3) Wall section from footing through roof design showing all materials.

Additional information and criteria:

- Structural Alterations/Additions require a City of Plymouth building permit and inspection(s). Permits, construction, and inspections are the responsibility of the homeowner.
- The association is not responsible for any costs related to a professional survey obtained by a homeowner to determine, for example, but not limited to, boundary lines, improvements, or any specific concerns regarding the property.
- New structures may not exceed three hundred (300) square feet in area.
- New structures must maintain an eight (8) foot property line setback.

- New structures may not extend beyond the ends of the existing building without board approval.
- All exterior materials must match existing walls, window/door and roofing materials as close as possible. Windows must be sliding or double hung only, and in approved colors.
- The existing concrete patio slab must be removed.
- The roof pitch, fascia/soffit and roofing must be the same as the existing building, and any painted area must use approved colors.
- The exterior of the addition must be completed within six months (180 days) after the start of construction.
- A separate landscaping plan must be submitted, on the Landscape Alteration Approval Form, for board approval. The plan needs to be completed within 30 days of the building's exterior completion.
- The homeowner is responsible for all exterior maintenance of the new structure, including but not limited to, foundation, cement work, brick work, roofing, painting, staining, gutters, windows, and doors.
- The homeowner agrees to obtain from any purchaser or transferee of the homeowner's property written acknowledgment that the new owner is responsible for the continued maintenance of the new structure that is the subject of this application and deliver it to the homeowner's association at the time of the property transfer.
- It is the homeowner's responsibility to review the CPHA Rules and Regulations (e.g., Building Alterations/Additions) and the Repair/Responsibility Chart on the CPHA website.
- The placement of any Dumpster, Container, or Portable Bathroom must be pre-approved, the applicable form can be found on the CPHA website.

Board Member Approval _____ **Date** _____

Projected Start Date _____

Projected Completion Date _____ **(within 180 days of start)**

Final Board Member Sign-off _____ **Date** _____

Non-compliance with the above specifications, including a failure to obtain a City of Plymouth permit (if required) may result in removal, re-installation or painting to meet CPHA and city approval. Failure to meet that approval will risk fines being levied against the property owner in accordance with CPHA Rules and Regulations.

REV 3/26 LM