Improvement Request Form

Section 1. Request Type:

☐ New Application ☐ Renewal ☐ Resubmission ☐ Revision

Section 2. Improvement Type:

☐ Accessory Building or Structure ☐ Awning ☐ Cabana ☐ Porch / Ramada

☐ Foundation System ☐ Garage ☐ Enclosure ☐ Carport

☐ Engineered Tie Down System ☐ Storage Building/Shed ☐ Other _____

Is a Building Permit Required? ☐ Yes ☐ No

Section 3. Applicant Information:

Applicant Name _____ Telephone _____

Community _____ Unit No. _____

Street Address _____

City _____ State _____ Zip Code _____

Section 4. Architect / Engineer / Contractor Information:

Name _____ Telephone _____

Street Address _____

City _____ State _____ Zip Code _____

License / Registration Number _____

Section 5. Applicant Certification and Approval:

I hereby certify: (1) that the information I have provided is correct; (2) and that I will ensure that the manufacture and/or construction of this system follows the approved plan and the applicable provisions of all Codes and Regulations. I understand that failure to comply with the terms of approval shall be cause for cancellation of this Improvement Request.

Date _____ Signature _____ Print Name _____

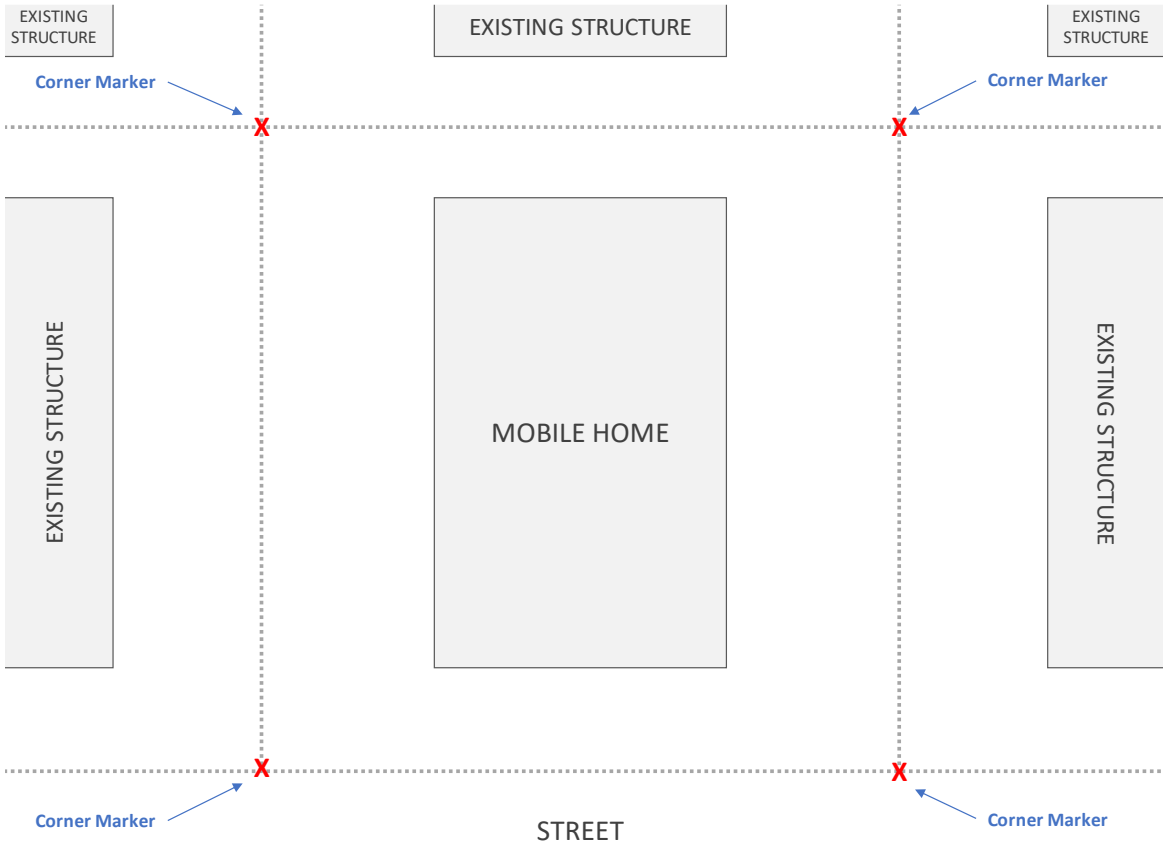
MANAGEMENT USE ONLY

☐ Approved
☐ Denied
☐ Other

Signature _____
Park Owner, Operator, or Regional Manager

Note: Standard Plan Approval is valid only when the approved with Property Management's Signature

Section 6. Lot Plot Plan:



Width and length of lot _____ x _____ **Width and length of home** _____ x _____

1. Draw any proposed structure(s) and existing structures on the diagram above at the approximate location and identify the type of structures (e.g. deck, awning, etc.). Indicate the distance from the lot line to the proposed structure. Also indicate the length and width of the structure.
2. Enter length & width of the manufactured home (including eaves) and length & width of lot.
3. No vegetation is allowed under the manufactured home or habitable accessory structure. Lot must be properly graded to ensure that water cannot accumulate beneath the manufactured home.

Description of Request: _____

MANAGEMENT USE ONLY

STATEMENT OF RESPONSIBILITY
(ORIGINAL SIGNATURE REQUIRED)

As the park owner or operator, or as his or her authorized representative, I hereby approve this plot plan and the information provided including the attached photos of the designated improvement location as well as the permit to perform the improvement.

_____
Signature of Park Owner, Operator, or Regional Manager