

# Mill Corner Condominium Association Unit Improvement Request Form

To: Mill Corner Condominium Association Board of Governors

From: \_\_\_\_\_

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

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



I hereby request approval for the following unit improvement project:

*(Describe proposed project below or attach proposal. List types of materials to be used, colors, sizes etc. Provide a plan or sketch if possible. Use your plot plan drawing when appropriate.)*

Is an Acton Town Building Permit required for this project? (If so, please provide a copy to the Board of Governors before beginning your project.) Yes          No

Will you be:    doing the work yourself or    hiring a licensed and insured professional? (Please provide contact information for any professionals you hire so that the Board may contact them directly should any issues arise of concern to the association.)

Expected approximate dates for work: Start \_\_\_\_\_ End \_\_\_\_\_

Please obtain the signatures of any affected neighbors, including abutters and anyone else who will see your planned improvement clearly from their home. A signature here indicates that they have been informed of your plans and had an opportunity to express any concerns they may have to you or to the Board. Only the Board of Governors can approve or disapprove this proposal.

Name	Address	Initials
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

(Neighbors are encouraged to contact the Board with any concerns regarding this proposal.)

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For Official Use Only:

Approved: \_\_\_\_\_ Not Approved: \_\_\_\_\_

Board member signature: \_\_\_\_\_ Date: \_\_\_\_\_