



RJ COMMUNITY MGT.  
4900 PERRY HIGHWAY  
BUILDING 1, SUITE 300  
PITTSBURGH, PA 15229  
PH: 412-550-0003  
FAX: 412-227-9003  
WWW.RJCMGT.COM

## TWIN OAKS MANOR APPLICATION FOR ALTERATION

**\*NO ALTERATION MAY BEGIN UNTIL APPROVAL IS GRANTED\***

**Please email your completed form to the Community Manager or mail to the address above.**

1. \_\_\_\_\_  
Name of homeowner requesting approval (Please print) Date
2. \_\_\_\_\_  
Address of home where alteration will occur
3. \_\_\_\_\_  
Phone number(s)
4. \_\_\_\_\_  
Email address(es)
5. \_\_\_\_\_  
Mailing address of homeowner (If different than above)
6. Type of alteration:  
Window  Building Exterior  Other  (Please specify): \_\_\_\_\_
7. General location of alteration in or around your home:  
Front  Side  Rear  Other  (Please specify): \_\_\_\_\_
8. Scope of Alteration: Please explain in detail what you are requesting permission to do, including exact location and dimensions:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
9. Effect on the Existing Area: Explain if any existing elements will be affected by this alteration (will existing shrubs be moved, or part of existing porches be dismantled, etc.):  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

(Continued on next page)

10. Describe the type, appearance, and quantity of all materials to be used:

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11. Effect of alteration on neighbors to either side of your home:

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12. Signature of nearest neighbors to the right and left of your home signifying that, as a courtesy, the adjoining neighbors have been made aware of this alteration request.

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NOTE: If you are unable to obtain the signatures of one or both of your neighbors, you must explain the reason below:

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**13. If applicable, please attach a drawing showing all existing elements, including shrubs and porches in solid lines and proposed alterations in dotted lines. Include the first three feet of your neighbors' homes and yard in the drawing. Show distance from nearest existing elements to proposed additions or alterations.**

14. Expected start date: \_\_\_\_\_ Completion date: \_\_\_\_\_

15. Additional Notes: \_\_\_\_\_

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**Please attach drawings, brochures, pictures, etc. to this form.**

APPLICANT: PLEASE DO NOT WRITE BELOW THIS LINE.

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Approved By: \_\_\_\_\_ Date: \_\_\_\_\_

Title: \_\_\_\_\_