



McKenzie Place Condominium  
2500 Kenzie Drive  
Pittsburgh, PA 15205  
(412) 787-7104

### **ALTERATION REQUEST INSTRUCTIONS**

Dear Homeowner:

The McKenzie Place Condominium Association, Inc. legal governing documents do not allow a unit owner to make any alterations to any common element, as well as, certain elements of the interior of a unit without the prior approval of the Condominium Association.

The common elements include all areas on the exterior of your unit, including limited common elements.

Attached is the form for your use to request permission to alter the common area in or around your unit. Such alterations may include, but are not limited to, replacement of windows, doors, planting of shrubbery, or any alteration which will change the appearance of the exterior of your unit.

Please keep this form until you wish to make an alteration. After completing the form, return it to the Association's Managing Agent listed below. All incomplete Alteration Request forms will be returned to owners for completion.

The Board of Directors and the Design Review Committee must approve all alterations, in writing, before the alteration(s) begin(s). Our office forwards all completed Alteration Request forms to the Board of Directors for review weekly. An alteration is not considered approved until the written approval letter from the Board of Directors is received by, signed by and returned to the Managing Agents office.

If you would like to request permission to make an alteration to your unit or have any questions about making alterations, please complete this form and return it to:

Elite Management Services Group, Inc.  
138 McDonald Street, Suite 202  
McDonald, PA 15057  
Phone 724-926-3093 \* Fax 724-926-3099

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

**MCKENZIE PLACE CONDOMINIUM ASSOCIATION, INC.**  
**Request for Approval Alterations to Home or Land Areas**

\_\_\_\_\_  
**Name of owner requesting approval**

\_\_\_\_\_  
**Phone Number**

\_\_\_\_\_  
**Phone Number**

\_\_\_\_\_  
**Email Address**

1.

\_\_\_\_\_  
**Address (site of alteration)**

2.

\_\_\_\_\_  
**Mailing address of home owner**

3.

**TYPE OF ALTERATION:**

**Bldg. Interior**     **Bldg. Exterior**     **Landscape**     **Other (explain be)**

4.

**SCOPE OF ALTERATION**

**Please explain in detail what you are requesting permission to do. Include approximate dimensions, if appropriate. If you are requesting a paint color, please list your first, second, and third choice. (Add an additional page, if necessary) Please include any paint samples, material samples i.e. brick, stone, shingles, literature and catalog clips.**

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

5.

**LOCATION OF ALTERATION AROUND YOUR HOME: (CHECK ONE)**

**Front**     **Side**     **Rear**     **Other (explain)**

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

6.

**MATERIALS TO BE USED:**

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

**7. EFFECT ON EXISTING AREA:**  
**Explain if any existing elements will be affected by this alteration, i. e. - Will existing shrubs be moved or part of existing porches be dismantled, etc.**

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**8. EXPECTED DATE TO BEGIN ALTERATION:** \_\_\_\_\_

**EXPECTED DATE TO COMPLETE ALTERATION:** \_\_\_\_\_

**9. EFFECT OF ALTERATION ON NEIGHBOR TO EITHER SIDE OR REAR OF YOUR UNIT:**

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**10. YOU MUST ATTACH A DRAWING SHOWING ALL EXISTING ELEMENTS, INCLUDING SHRUBS AND PORCHES IN SOLID LINES AND THE PROPOSED ALTERATIONS IN DOTTED LINES. INCLUDE THE FIRST THREE FEET OF EACH OF YOUR NEIGHBOR'S LOTS AND YARD. SHOW DISTANCE FROM NEAREST EXISTING ELEMENTS TO PROPOSED ADDITIONS OR ALTERATIONS.**

**11. Signature of nearest neighbors to the right, left, rear, above or abutting of your unit to signify they have no objections to this alteration.**

_____	_____
_____	_____
_____	_____
_____	_____

**\*Note: If you are unable to obtain the signatures of your immediate neighbors, please explain the reason. Obtaining signatures of your immediate neighbors will facilitate the application process.**

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