

GLASGOW COURT ENTERPRISES, LLC

DATE: \_\_\_\_\_

NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

**REQUEST FOR LOT ALTERATION:**  
**(PLEASE MARK THE APPROPRIATE CHOICE)**

DECK \_\_\_\_\_ SHED \_\_\_\_\_ PORCH \_\_\_\_\_ OTHER: \_\_\_\_\_

\*SATELLITE DISH – PLEASE SUBMIT CARRIER NAME HERE: \_\_\_\_\_

**PLEASE READ THE FOLLOWING INFORMATION BEFORE SUBMITTING YOUR REQUEST FOR LOT ALTERATION. BE SURE TO SUBMIT ALL PLANS WITH THIS REQUEST.**

1. GOOD QUALITY MATERIALS WILL BE USED IN ALL PHASES OF CONSTRUCTION
2. MUST BE BUILT AND/OR INSTALLED ON A LEVEL SURFACE
3. LOCATION MUST BE APPROVED BY MANAGEMENT PRIOR TO ANY INSTALLATION AS NOT TO INTERFERE WITH OR CAUSE ANY POSSIBLE DAMAGE TO ANY UTILITIES
4. STRUCTURE MUST BE MAINTAINED IN A CLEAN AND/OR PAINTED CONDITION AT ALL TIMES
5. RESIDENT WILL BE REQUIRED TO PAY FOR REMOVAL AND/OR REPLACEMENT SHOULD MANAGEMENT OR UTILITY PROVIDERS REQUIRE ASSESS
6. ALL CONSTRUCTION AND/OR INSTALLATION MUST BE COMPLETED WITHIN 30 DAYS OF APPROVAL
7. IN CASES OF OPEN DECKS, NO IN GROUND FOOTERS MAY BE USED. THE DECKS MUST HAVE RAILINGS, BE NO BIGGER THAN 10' X 20'. ALL AREAS BELOW THE DECK MUST BE ENCLOSED TOTALLY WITH VINYL T-LOCK SKIRTING OR LATTICE
8. IN CASES OF SHEDS, MAXIMUM SIZE IS DEPENDANT ON LOT LOCATIONS AND SURROUNDING STRUCTURE SIZE (TYPICALLY 8' X 10'). THE SHED CAN NOT REACH A HEIGHT HIGHER THAN THE MOBILE HOME. THE COLOR(S) OF THE SHED AND THE MOBILE HOME MUST BE COMPLEMENTARY TO ONE ANOTHER (MATCHING). LOCATION MUST BE APPROVED BY MANAGEMENT AND ALL SHED PLACEMENT AREAS WILL BE CLEARLY MARKED. ABSOLUTELY NO METAL SHEDS ARE PERMITTED
9. A DETAILED DESCRIPTION OF THE ITEM REQUESTED MUST BE INCLUDED WITH THIS REQUEST. THE DESCRIPTION MUST INCLUDE SIZE, LOCATION REQUESTED, AND BUILDING MATERIAL TO BE USED.

***\*SATELLITE DISH INSTALLATIONS – MUST BE AS CLOSE TO THE REAR OF THE HOME AS POSSIBLE AND SHOULD BE PROPERLY TO THE ROOF OF THE HOME (OR SHED). PLACEMENTS ARE NOT PERMITTED ON THE STEPS, OR FRONT OF HOMES\****

RESIDENT SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

RESIDENT SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

**ALL CONTRACTORS ARE REQUIRED TO SUBMIT A CERTIFICATE OF LIABILITY INSURANCE PRIOR TO THE COMMENCEMENT OF BUILDING/INSTALLATION**