



**MIDDLETON PLACE CHANGE REQUEST
(August, 2019)**

***Any activity* that would affect the exterior appearance of any private residence or affect the common ground areas in *any* manner must be pre-approved by the MPA Board of Directors.**

Date: _____ **Unit #** _____
Homeowner Name(s): _____
Phone # _____ **Cell #** _____
Email Address: _____

Type of Change Requested (please check appropriate item(s):

Tree removal (# of trees) Shrub removal (# of shrubs)
 Tree planting (# of trees) Shrub planting (# of shrubs)

Physical change to residence or common ground areas (Please explain, for example: repair or replace roof, gutters, doors, windows, shutters, walkway, add skylight, solar tube, or generator. Or, purchase common ground to "square off" for room addition or expansion of patio.)

Please attach illustrative sketch (page 2) showing exact location and details of proposed change(s).

Acknowledgment & Agreement

The signer affirms that he/she has read and understands the Middleton Place guidelines with regard to this request, and that the information in this request complies therewith. Further, the signer agrees that any changes in or deviation from the information provided above will require *re-submission* of the request for approval.

Homeowner(s) Signature(s) _____ **Date** _____
_____ **Date** _____

MPA Board Member's Signature _____ **Date** _____

Note: This form must have the signature of an MPA Board member and date to be valid.

MIDDLETON PLACE CHANGE REQUEST

Page 2

Unit # _____ Homeowner Name(s) _____ Date _____

Please attach photo(s), illustrative sketch or diagram showing the proposed changes. For example, if requesting shrubs be added, indicate what type(s) of plant(s), number of each, size, desired location, preferred planting date. *Use additional pages as necessary.*