

COMMON PROPERTY MODIFICATION REQUEST FORM

Please complete this form to describe the requested modification as clearly and completely as practical.

- ❖ Complete the two drawing pages, as appropriate, where landscape or exterior building alterations are being proposed.
- ❖ Attach additional information pages, where it may be deemed beneficial, to further describe the requested modification.
- ❖ If the request involves modification of existing irrigation system include a sketch of the proposed irrigation amendments and undertaking. Please also supply an as-built sketch of the changes including location of any pressure reducing valves, in-line filters and starting point for new piping.
- ❖ Submit the completed forms directly to Concise Strata Management Services at least one week prior to the next scheduled Council meeting.
- ❖ If you have any questions or require advice, please contact either a Council member or: *Concise Strata Management Services*
#202 - 572 Stewart Avenue
Nanaimo, BC V9S 5T5
Tel: 1-250-754-4001 Fax: 1-250-754-4002

Name: _____ Date: _____

Address: _____ Strata Lot No. _____

Phone Number: _____

Describe as clearly and fully as possible the modification(s) being proposed.

(Additional comments may be provided on Page 4.)

- ❖ As appropriate and as accurately as possible, please sketch, on Page 2, the CURRENT layout of the area being proposed for modification.
- ❖ On Page 3, please sketch, as accurately as possible, the PROPOSED layout of the modified area.
- ❖ (Note the scale provided on the grid so that dimensions can be determined.)

Name of person / company carrying-out the work: _____

Have neighbouring home-owners been informed of or are aware of the proposed modification(s)? YES _____ NO _____

Home-Owner Signature(s): _____

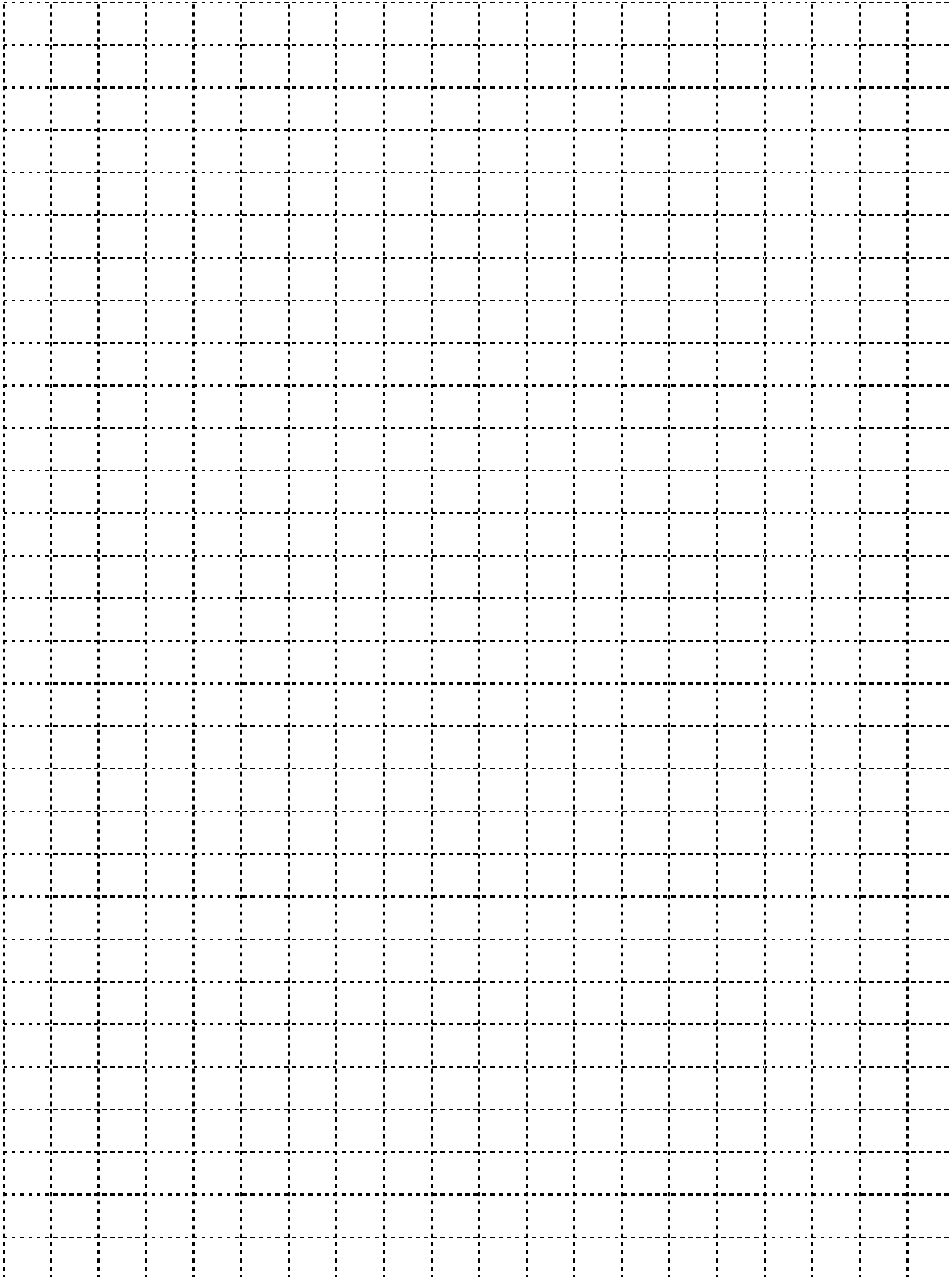
Strata Review of Proposed Modification: _____ **Date:** _____

Common Property Modification Request Drawing Page 2

CURRENT AREA LAYOUT

Drawing information should be to the scale indicated, as much as possible.
Show location of all adjacent buildings, driveways, walkways, planting beds, etc.
Please indicate NORTH direction on the drawing.

SCALE: Each square = 1 foot by 1 foot



PROPOSED RENOVATION - Strata Lot No.

Drawing information should be to the scale indicated, as much as possible.
Show location of all adjacent buildings, driveways, walkways, planting beds, etc.
Please indicate NORTH direction on the drawing.

SCALE: Each square = 1 foot by 1 foot

