



Meadowside of Woodstock
P.O. Box 503
Quinebaug, Ct. 06262

Lot Alteration Request Form

Owner Name(s): _____ Lot # _____

Type of Alteration:

- New Building Addition Window/Door Shrub/Tree Shed Slab
 Screen Room Fence Driveway Deck Wall Other

- Describe details of all items checked above: _____

- Attach a drawing, with dimensions, including dimension to lot line, and timeline for project.
- All lot owners requesting additions must be in good standing. All assessments, taxes and electric bills must be current.
- I understand that it is my responsibility to obtain any necessary building permits from the Town of Woodstock. I further understand that it is my responsibility to create any contracts and ensure all contractors are properly insured. **INITIAL(s)** _____
- If applicable, bring approved Alteration Request Form to the Woodstock Town Hall to request a building permit. The Building Inspector will determine if you need a building permit and walk you through the steps to obtain one if necessary. Then bring a copy of the completed building permit to the Board of Directors so it can be added to your file. Post your building permit where it is easily seen during work on your project.
- All contractors must be fully insured and provide a Certificate of Insurance (COI) which specifies Meadowside of Woodstock Inc is included as a **primary and non-contributory additional insured**. The COI must be made out to:

Meadowside of Woodstock Inc
25 Route 197
Woodstock, CT 06281



Meadowside of Woodstock
P.O. Box 503
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Lot Alteration Request Form (page 2)

I understand that all alterations must be completed within three (3) feet of property lines except for installing mulch, stone, pavers, and any other approved non-permanent items, which may be installed up to the property line. The project cannot be started until the Board of Directors has approved the proposed alteration and all conditions set by the Board of Directors have been met. Once approved, the Board of Directors will sign the form and return a copy to the property owner as proof of approval. All work MUST start after 8:00 AM.

Lot Owner(s) Signature _____ Date _____

Board of Directors to complete below:

Date of Decision _____

Requires Lot Line Location (\$50 Fee)

Approved Rejected

Approved With Conditions _____

BOD Member _____
Printed Name Signature

BOD Member _____
Printed Name Signature

BOD Member _____
Printed Name Signature