

**Carriagebrooke Farm Homeowners Association (CFHOA)**

P.O. Box 10 • Voorhees, NJ 08043

[carriagebrooke@gmail.com](mailto:carriagebrooke@gmail.com)

**Application for Property Alteration**

*Please complete sections A-D and mail to the address above. Allow 2 weeks to process.*

**A. RESIDENT INFORMATION:**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Today's Date: \_\_\_\_\_

E-mail: \_\_\_\_\_

Phone #: \_\_\_\_\_

**B. ALTERATION TYPE (check one):**

- \_\_\_\_\_ DOG RUN
- \_\_\_\_\_ DECK
- \_\_\_\_\_ EXTERIOR ADDITION
- \_\_\_\_\_ FENCE
- \_\_\_\_\_ LANDSCAPE
- \_\_\_\_\_ LOT CLEARING
- \_\_\_\_\_ POOL
- \_\_\_\_\_ SHED
- \_\_\_\_\_ OTHER (explain below)

**C. DESCRIPTION OF THE ALTERATION (continue on back of this sheet if necessary):**

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**D. DOCUMENTATION (include the following with your completed application):**

1. **A sketch** showing the alteration, including dimensions, materials, color, and any other pertinent information.
2. **A copy of your lot survey** on which you have drawn (to scale) the proposed alteration.
3. **For swimming pools only:** 3 copies of the lot survey, pool plans, landscape plan (existing and proposed), soil erosion plan, and wastewater disposal plan (backwash and draining).

**NOTES AND POLICIES:**

1. **CFHOA approval does not constitute a building permit.** All necessary permits must be obtained from Voorhees Township. Call (856) 429-7759 for more information.
2. **Applicants must be current in their CFHOA dues** in order for applications to be processed. Residents with overdue balances will not have their applications processed.
3. **Applicants are responsible for attorney fees** if this application requires review by CFHOA's attorney.

**BOARD ACTION:**

- \_\_\_\_\_ **Approved Unconditionally**
- \_\_\_\_\_ **Approved Conditionally** (see attachments)
- \_\_\_\_\_ **Rejected** (see attachments)

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

Signed: \_\_\_\_\_

*CFHOA Officer*