

## Instructions for Request for Architectural & Common Ground Alteration

All requests for improvements, modifications, additions, or alterations that affect unit exterior or common ground must be submitted in writing.

Before submitting your request, please review the [Bethel Grant Homeowners Association Alteration Policy](#).

### Items to submit:

- Completed Architectural Request Form, including detailed plans
  1. Be sure to provide exact dimension, colors, materials, and location of your proposed alteration
  2. A copy of your plot plan or mortgage survey showing the location of the proposed alteration should also be attached
- Pictures, drawings, or construction plans of proposed items  
(e.g. window or door type and design)
- Written plan of exterior work, if applicable (e.g. garden, patio, etc.)
- Certificate of Insurance from contractor
- Addendum agreement of Special Easement Agreement, as applicable

### Please note:

Requests are valid for **six months** from approval date. If the project is delayed, a new request for approval is required.

The Bethel Grant Condominium Association Architectural Review process only addresses and acts in accordance with our Declaration of Covenants and Restrictions. Homeowners are still responsible for all necessary state, county, or local permits.

**\*Please send completed form with all related attachments to  
[community@bethelgrant.com](mailto:community@bethelgrant.com)\***

# BETHEL GRANT HOMEOWNERS ASSOCIATION

c/o Reese Management Company  
PO Box 62226  
King of Prussia, PA 19406

## Architectural Review Request Application

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

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

Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

Description of Request:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

See attached items

Owner's Signature: \_\_\_\_\_

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

### FOR OFFICE USE ONLY

<p><input type="checkbox"/> APPROVED</p> <p><input type="checkbox"/> APPROVED AND NOTED</p> <p><input type="checkbox"/> DENIED – RESUBMIT</p> <p>Board Signature: _____</p> <p>Name Printed: _____</p>	<p>Board notes/specifications: _____</p> <p>_____ _____ _____ _____ _____</p> <p>Date: _____</p>
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