

# LAUREL PARK CONSTRUCTION

## GUIDELINES AND APPLICATION FORM

Do you want to perform construction on your unit, or make repairs?  
If yes, this form is for you!



### **GUIDELINES**

Laurel Park Bylaws stipulate that construction or repairs to units must be reviewed and approved by the Executive Committee (EC). This enforces a cooperative process that protects you and the association from costly mistakes, the building of illegal structures, and possible litigation resulting in your having to reverse alterations you have made. It also ensures that Laurel Park's common land is kept safe and available for everyone to use and enjoy.

Unit footprints and the majority of Laurel Park's Bylaws relating to construction can be found in Section 11 of the Bylaws, which you can access at <http://homeownersatlaurelpark.com>.

### **Things to keep in mind (See section 11 of Bylaws for complete rules):**

- With the possible exception of expanding an exterior landing, it can neither be permitted nor is it legally feasible to construct outside of your unit's footprint.
- Almost every green space in Laurel Park contains water pipes, septic tanks, septic pipes, and/or leach fields.
- Input from neighbors may be required before work can be approved.
- Construction hours are: 7:30 am - 6:00 pm, Monday through Saturday. Check Bylaws for Sunday restrictions.
- You are responsible for all construction-related debris, and you cannot use Laurel Park's dumpsters for disposal.
- All approvals will expire if construction has not started within one year.
- If the project has not been completed within the year, the EC will require an update as to expected date of completion.

### **STEPS IN PROCESS**

- Contact the EC at [laurelparkec@gmail.com](mailto:laurelparkec@gmail.com) to get the ball rolling on your intended project.
- Fill out the attached Construction Application Form as best you can and provide a visual representation of the project.
- If requested, attend an EC meeting to answer questions.
- Once your project is approved, please submit a copy of your building permit and insurance binder to the EC.

Thank you! (Rev 5/14/2018)

# LAUREL PARK

## CONSTRUCTION APPLICATION FORM

Please describe the work you want to do on your unit, in as much detail as possible. Use additional pages if necessary.

Please attach a drawing, sketch, or any visual plans you have.

Will this work require a building permit from the City of Northampton? \_\_\_\_\_ Yes \_\_\_\_\_ No  
*If yes, you will be required to provide a copy of the permit to the Executive Committee before commencing work.*

Will you be doing this work yourself or hiring a contractor? \_\_\_\_\_ Self \_\_\_\_\_ Contractor  
*If using a contractor, you will need provide a copy of your contractor's insurance binder to the Executive Committee before commencing work.*

When will this work begin?

When do you expect it to be completed?

Will this work require a dumpster or other large equipment? Please describe:

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*This Section for Executive Committee (EC) Use*

EC Date of project approval: \_\_\_\_\_

\*\*Attach permit, if required.

\*\*Attach insurance binder, if required.

\*\*Contractor Sign-off

**I've seen the rules regarding Construction, and agree to abide by these rules.** \_\_\_\_\_