

SPOA – Request for External Changes FORM

Request for External Changes on my Shagbark Property

Owner's Name: _____

Property Address: _____

If no address, please show Section: _____ Lot: _____

Telephone No: _____

As a SPOA member in good standing, I wish to make the following changes to the exterior of my home or property in Shagbark. I understand that I, as the property owner, take full responsibility and will make restitution for all damage caused to the Shagbark infrastructure or neighboring property as a result of the action described on this form.

Specifically, I would like to:

- Add a porch to the cabin. Attach site plan, floor plan and sketch, as well as color samples.
- Stain the deck or cabin. Provide statement of the size of the project and color sample.
- Install a new roof on the cabin. Attach color sample.
- Other. On the back of this form describe in detail your renovation or excavations plans.

A drawing, done to scale of structural changes (additions, new buildings, or structural repairs) must be attached.

Please describe your project:

Planned Start Date: _____ Expected Completion Date: _____

If the project exceeds \$3,000, please include:

Name of contractor or person doing work. _____

Tennessee Home Improvement or Contractors License Number: _____

Contractor Address: _____

Contractor Phone No: _____

Property Owner Signature: _____

This form must be submitted to SPOA office, and approved **before** the project begins, in person, by fax (865) 774-0133, or by email office@shagbarkpoa.com Please allow up to two (2) weeks for approval.

Received by SPOA (signature): _____ Receipt Date: _____