

LEISURE KNOLL ASSOCIATION, INC
APPLICATION FOR EXTERIOR WORK

DATE: _____ MODEL: _____ PERMIT #: _____

This application will not be accepted for consideration until all sections are completed, and support documentation attached. **Application and documentation must be submitted in duplicate**. NO WORK may be started until this application has been approved by the Architectural Committee. Violation of this rule will result in a **Three Hundred Dollar (\$300.00) fine** to the homeowner.

Owner's Name	Address	Phone #
Contractor's Name	Address	Phone #
Suffolk License #	Certificates of Liability and Workers' Comp Insurance MUST be attached listing the homeowner as the Certificate holder (not Leisure Knoll).	

REQUIREMENTS

1. **Application is made for the purpose of:** _____ (Exterior samples are required and need approval).
2. **In addition to the Insurance Certificates, a copy of the survey, and diagram showing all exterior and structural changes, including all proposed measurements.** Requests for room additions, solar panels and changes in window sizes all require a Town of Brookhaven Permit. The Architectural Committee will provide you with a letter to bring to the Town.
3. **Applications for Exterior work with support documentation may be submitted via the WHITE DROP BOX locate in front of the Architectural Committee Room in the Craft Center, or at an Architectural Meeting on the second and fourth Tuesday each month.**
4. Debris generated by contractors must be removed by the contractor, and full dumpsters must be picked up within 24 hours. A permit is required for a dumpster. Porta Potty (if needed) MUST be located on the SIDE of the residence and placed 15' from the front of the residence.
5. Work is to be performed between the hours of 8:00am and 6:00pm, Monday through Saturday. **No work may be performed on Sunday or Legal Holidays (as outlined in the Blue Book).** Set up can begin at 7:45am, providing there is no noise. **Dumpster-Trailers with wheels may not remain in any driveway overnight, for any reason.** The homeowner is responsible to notify the contractor of these rules, and **Violations will result in a Three Hundred Dollar (\$300.00) Fine.**
6. **For Homeowners performing their own work, or being assisted by family members, etc., in addition to the requirements of the Leisure Knoll By-Laws, they are totally responsible for obtaining all building and other permits, and for making certain that all work complies with local building codes and any governmental agency code having jurisdiction over proposed changes. AN EXECUTED DISCLAIMER FORM holding Leisure Knoll harmless from any damages or injury which may result is required.** The Disclaimer Form can be found in the Blue Book or obtained from the Administration Office or Architectural Committee.
7. In the event the work fails to comply, in any respect with this permit, and the homeowner fails to correct such defect(s) within thirty (30) days of official notification, the Association has the right to remedy the defect as it sees fit, the association shall correct such defect(s), and all associated costs shall be borne by the owner and applied to his/her account.
8. *Homeowner is required to call for a final inspection by the Architectural Committee. **A message can be left at 631.929.5628, and should include your name, address, phone # and Permit #.***

Homeowner's Signature: _____

APPLICATION HAS BEEN:	APPROVED:	ON HOLD FOR TOB PERMIT:	DENIED:
-----------------------	-----------	-------------------------	---------

Architectural Committee: _____

Date: _____

Completion Date: _____

Inspected By: _____ Date: _____
--