CLEARBROOK COMMUNITY ASSOCIATION
Architectural List for Applications, Notices and Permits Required

An application packet must be completed for most home improvement projects. If your project involves equivalent replacements of appliances, plumbing/electrical fixtures or cabinets you must check with your section to determine whether an application is required. Painting and flooring does not require an application.

All applications must be returned to the administration office for submission to the Architectural Committee, Section and/or CCA for approval.

Packets and information can be obtained in multiple ways.

1. Online on the Clearbrook website at www.clearbrook-nj.com (you must have login information). After logging in, go to Resources and down to Forms.
2. Via email request to awolstromer@taylormgt.com.
3. At the Administration office.

The nature of the project will determine which components of the application packet the unit owner is required to submit.

1. A declaration of maintenance obligation (a covenant) is required for most construction that affects or touches the exterior of the unit. A full application would be necessary for these projects. All other improvements would utilize the basic application.

2. Some exterior projects require unit owners to notify their neighbors as part of the approval process. Once informed, the surrounding neighbors would then sign the Notice to Neighbors form.

   - Should a neighbor object to the proposed construction, work cannot commence until the matter is rectified. Neighbors have up to five (5) days to object to the proposed plans by submitting their concerns in writing to the administration office.

3. Some construction may also require a Monroe Township construction permit (building, electrical, plumbing). It is the responsibility of the Unit Owner to have the necessary permits but most contractors will apply and obtain permits in your behalf.

   - Once the project is complete and inspected by Monroe Township, a copy of the permit and the inspection stickers should then be provided to the administration office. This is the responsibility of the Unit Owner.

Please note that multiple projects can be submitted on one application, as long as all necessary components to the application are included.

The following items must be approved prior to construction. The list below is not all inclusive. Should your project not appear on this list, please contact Administration.

Type of Construction	Application	Notice	Permit
Atrium Enclosure	Full	Yes	Yes
Awning – New or Replacement	Basic	No	No
Cabinets/Countertops – New or Relocation	Basic	No	No
Composite Deck – New or Replacement	Full	Yes	No
Door - Front Door Replacement	Basic	No	No
Door - Man Door (Rear Garage Door) New or Replacement	Basic	No	No
Door - Sliding Door Replacement	Full	No	No
Electrical Panel - New/Replacement/Additional	Basic	No	Yes
Fence – New or Replacement	Full	Yes	No
Fireplace / Wood Burning Stove	Full	No	Yes
Garage Door Replacement	Basic	No	No
Generator Portable (transfer switch) (*section permitting)	Basic	No	Yes
Generator Standby (*section permitting)	Full	No	Yes
Heat Pump System – New or Replacement	Basic	No	Yes
HVAC – Additional or Replacement	Basic	No	Yes
Irrigation System	Full	No	Yes
Lighting – Additional or Relocation	Basic	No	Yes
Outlet - Additional or Relocation	Basic	No	Yes
Patio – New or Replacement	Full	Yes	No
Patio Enclosure (Patio Room)	Full	Yes	Yes
Patio Enclosure Reno (Replace glass enc. w/walls and doors)	Basic	No	Yes
Plumbing – New or Relocation	Basic	No	Yes
Shed (Cambridge Models Only)	Basic	No	No
Sheetrock Replacement	Basic	No	No
Shutters – New or Replacement	Basic	No	No
Sink, Shower, Tub, Toilet Relocation	Basic	No	Yes
Skylight	Full	No	Yes
Solar Tube	Full	No	No
Tub to Shower Stall Conversion	Basic	No	No
Ventilating Fan (Exterior/Attic)	Basic	No	Yes
Vestibule	Full	Yes	Yes
Wall – Loadbearing, Removal	Basic	No	Yes
Wall – Non-loadbearing	Basic	No	No
Water Heater – Replacement	Basic	No	Yes
Windows – New	Full	No	Yes
Windows – Replacement (same size and configuration)	Full	No	No