UNIT MODIFICATION LIST FOR APPLICATION REQUIREMENTS

3-22-2023

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 do not require an application.

All applications must be returned to the administration office for submission to the Architectural & Landscape Advisory 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 under the Forms and Regulations tab.
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. All applications must be accompanied by a contractor's license number and certificate of insurance, as well as detailed specifications of the project. Other components that may be required:

1. A **declaration of maintenance obligation (a covenant)** is required for most construction that affects or touches the exterior of the unit.

   - The covenant is to be notarized and accompanied by a check for $55.00 made out to "The Middlesex County Clerk's Office" for filing fees.

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

   - Once the project is complete and inspected by Monroe Township, a copy of the permit and the inspection stickers/certificate 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 modifications must be applied for and approved prior to construction. The list below is not all inclusive. Should your project not appear on this list, please contact Administration.

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