

# STOCKHOLDER CHANGE REQUEST - DRIVEWAY

Name \_\_\_\_\_ Date \_\_\_\_\_

Address \_\_\_\_\_ Phone \_\_\_\_\_

I request permission to \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

## REFER TO ATTACHED INSTRUCTIONS AND GUIDELINES

**BE AS SPECIFIC AND DETAILED AS YOU CAN. SUBMIT A DRAWING WITH DIMINISONS OF FINISHED PRODUCT. IF YOU NEED TO SEE UNIT SPECIFICATIONS OR BLUEPRINTS, PLEASE CONTACT THE OFFICE.**

Work will be done by \_\_\_\_\_ Self \_\_\_\_\_ Other \_\_\_\_\_

If other: Name \_\_\_\_\_ Company \_\_\_\_\_

Address \_\_\_\_\_ Phone \_\_\_\_\_

- I have read and understand the following:
- The reason to complete this request is because certain The Homes, Inc. Rules and Regulations require prior Board of Directors or Manager approval.
- No work can begin until The Homes, Inc. Board of Directors or Manager approval is granted.
- I am responsible for payment for labor and materials, and obtaining any necessary city permits.
- I will submit alarm codes to the office to be kept on file for emergency purposes.
- I have six (6) months to complete the project from the date of The Homes, Inc. Board of Directors or Manager approval or I must reapply for project permission for appropriate approval.
- I MUST INFORM THE OFFICE when the project is complete so the Manager can inspect the work.**

\_\_\_\_\_  
Stockholder Signature

\_\_\_\_\_  
Printed Stockholder Name

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### FOR OFFICE USE

Approved by \_\_\_\_\_ Manager Date \_\_\_\_\_ Board of Directors Date \_\_\_\_\_

Not Approved by \_\_\_\_\_ Manager Date \_\_\_\_\_ Board of Directors Date \_\_\_\_\_

Reason not approved \_\_\_\_\_

Stockholder Notified on \_\_\_\_\_ (Date) by \_\_\_\_\_ (Employee)

Six month follow-up on \_\_\_\_\_ (Date) by \_\_\_\_\_ (Employee)

Work completed on \_\_\_\_\_ (Date) Inspected by \_\_\_\_\_



# DRIVEWAY GUIDELINES

1. A stockholder change request must be completed.
2. A drawing or map showing the layout of the driveway with feet and inches indicated on each side of the driveway, EXAMPLE attached
3. A detailed list of the materials that will be used, EXAMPLE
  - Cement
  - Wood or plastic forms
  - What kind of filler will be used
  - Reinforcing mesh or bars
4. All driveways must be 4" thick or more
5. The entirety of the driveway can not take up more than 40% of the units property.
5. Contact KANSAS811 to have all utilities marked before digging.
6. If the work is being done by a contractor, a certificate of liability must be provided to The Homes, Inc.
7. If at anytime The Homes, Inc. needs to access plumbing lines underneath the driveway the following are applicable
  - Whatever the cost is to remove portions of the driveway will be at the expense of the stockholder.
  - Whatever the cost is to replace portions of the driveway will be at the expense of the stockholder. If this is not done in a timely matter, the driveway will have to be removed.

This document must be signed by the stockholder and if not performing the work themselves, a contractor. By signing this document you agree to follow the guidelines listed.

\_\_\_\_\_  
Stockholder Signature

\_\_\_\_\_  
Contractor Signature

\_\_\_\_\_  
Printed Stockholder Name

\_\_\_\_\_  
Printed Contractor Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date





# EXAMPLE DRAWING

