

# Audubon Association, Inc.

700 Robin Road PO Box 620, Getzville, NY 14068 688-1632 Fax 688-1637

## Architectural Standards Request - Exterior Change

APPLICANT MUST COMPLETE FRONT PAGE AND SUBMIT THE NECESSARY REQUIRED FORMS (including copy of town permit, if required) AS OUTLINED BELOW: *(Residents should allow 45 days for processing of their applications. - The ASC usually meets the 1<sup>st</sup> Thursday of every month, 7:30 P.M. at Walton Pond Center.)* Call the Audubon Office (688-1632) to make sure a meeting is scheduled.

**NAME:**

**ADDRESS:**

**MAILING ADDRESS (if different from above)**

**TELEPHONE (Home):**

**TELEPHONE (Work):**

**EMAIL ADDRESS:** \_\_\_\_\_

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**THE FOLLOWING ITEMS MUST ACCOMPANY THIS REQUEST AS APPROPRIATE:**

- Survey including Site Plan (lot/layout)
- Elevations
- Drawings or Proposed modifications (1/4" - 1" scale)
- Detailed Description of All Exterior Materials to be used (include samples of siding, color, etc.)
- Neighbor Notification Form (all neighbors directly impacted shall be notified)
- Copy of Permit, if required from Town of Amherst (check w/town to see if one is required)

**FAILURE TO SUBMIT ALL INFORMATION REQUESTED ABOVE WILL DELAY SUBMITTAL OF PAPERWORK TO ARCHITECTURAL STANDARDS COMMITTEE.**

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**REQUEST:**

**ESTIMATED START DATE:**

**EST. COMPLETION DATE:**

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Permission is hereby granted for a member of the Architectural Standards Committee and/or a designated Audubon Community staff member to enter my property and make a reasonable inspection of the proposed construction or modification.

OWNER'S SIGNATURE:

DATE:

**AUDUBON ASSOCIATION, INC.**  
**Architectural Standards - Resident Notification Request**

ADDRESS:

REQUEST (Exterior Change):

To assist your neighbor in obtaining approval for the exterior change referenced above, please sign **notification form**. *Signature of ALL neighbors directly impacted by the change is required. Failure to obtain signature(s) may delay approval.*

NAME:

ADDRESS:

SIGNATURE:

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NAME:

ADDRESS:

SIGNATURE:

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NAME:

ADDRESS:

SIGNATURE:

\*\*\*\*\*

NAME

ADDRESS

SIGNATURE

# AUDUBON ASSOCIATION, INC.

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DATE APPLICATION RECEIVED:

DATE REVIEWED BY ASC:

APPROVED AS PRESENTED TO ASC DATE:

APPROVED WITH THE FOLLOWING EXCEPTION(S):

DATE:

DISAPPROVED BASED ON THE FOLLOWING:

DATE:

Signature - Representative Architectural Standards Committee

Date

DATE LETTER SENT TO OWNER:

DATE OF FINAL INSPECTION:

PICTURE TAKEN:  Yes  No Date Picture Taken:

Date Picture Filed:

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APPLICATION FILED AS INACTIVE:

**FOR ASC & OFFICE USE ONLY**