



The Town of Mt Laurel
Design Review Board

Homeowner Contact Sheet
Date Prepared _____

CONTACT SHEET AND SUBMITTAL INSTRUCTIONS

DRB Form H 1.0

Homeowner Contact Information

Name _____
Cell Phone _____

Address/Lot No. _____
Email _____

Categories of Proposed Work

	Check All that Apply		<u>Use These Approval Request Forms</u>
Your Yard	<input type="checkbox"/>	Tree Removal	DRB Form H 1.1 Trees
	<input type="checkbox"/>	New or Replacement Fence	DRB Form H 1.2 Fence (New or Repair)
	<input type="checkbox"/>	Fence Repair or Removal	
	<input type="checkbox"/>	New Paving or Sidewalks	DRB Form H 1.3 Landscape/Hardscape
	<input type="checkbox"/>	New Deck, Patio, or Pool	
	<input type="checkbox"/>	Extensive Planting Project	
	<input type="checkbox"/>	Place Other Items in Yard	
Your House	<input type="checkbox"/>	Exterior Painting	DRB Form H 1.4 Exterior Materials & Colors
	<input type="checkbox"/>	Reroofing	
	<input type="checkbox"/>	Exterior Alteration	DRB Form H 1.5 Architectural
	<input type="checkbox"/>	Addition	

Submittal Instructions

Prepare the descriptions and photos or drawings as indicated on the applicable DRB Approval Request Form. Electronic submittals will speed up the review. Photos of the completed forms are acceptable. Submit BOTH this contact sheet and the applicable DRB Approval Request Form(s) to:

Sherry Hill, CAM, CMCA, AMS, PCAM
Property Manager
Neighborhood Management, LLC
mtlaurel@nhmlc.org
205-877-9480, ext 302

Submittal Options

- Manually fill out the form and scan or take a photo, and email to Sherry at Neighborhood Management.
- Manually fill out the form and mail or hand deliver to Sherry at Neighborhood Management (1 Mt Laurel Ave, Unit 205)

DRB reviews generally require one to four weeks, depending on the complexity of your request. Feel free to contact the Property Manager for guidance and assistance.

GENERAL CONDITIONS OF APPROVAL

- The Homeowner is responsible for complying with all governmental codes (i.e., building permits) and regulations and for securing all governmental permits required for the work of this project.
- The Homeowner is responsible for meeting all required environmental conditions at the project site including but not limited to managing storm water erosion through Best Management Practices (i.e., silt fences, hay bales/ropes).
- The Homeowner is responsible for complying with the Town of Mt Laurel Rules and Regulations (www.mtlaurelneighborhood.com) regarding construction.
- The Homeowner is responsible for any damages caused on adjacent properties including any Mt Laurel common areas.
- By signing and submitting this review application for DRB review, I acknowledge and agree to all provisions included within Article II of the Mt Laurel Master Deed Restrictions.

By submitting this application for DRB approval of the proposed project, I represent that, to the best of my knowledge, the information contained herein is correct and is based upon a current accurate survey.

Homeowner Signature _____ Date _____