

**PROVIDENCE MANOR COMMUNITY ASSOCIATION  
MATTESON, IL 60443  
ARCHITECTURAL IMPROVEMENT APPLICATION**

NAME: \_\_\_\_\_ DATE: \_\_\_\_\_

ADDRESS: \_\_\_\_\_ TELEPHONE: \_\_\_\_\_ EMAIL: \_\_\_\_\_

NATURE OF IMPROVEMENT: \_\_\_\_\_  
\_\_\_\_\_

COLOR(if applicable): \_\_\_\_\_ STYLE (if applicable) : \_\_\_\_\_

LOCATION: \_\_\_\_\_ DIMENSIONS: \_\_\_\_\_

CONSTRUCTION MATERIALS \_\_\_\_\_

Approximate Cost: \$ \_\_\_\_\_

SUPPLIER/CONTRACTOR: \_\_\_\_\_ J.U.L.I.E. DIG # \_\_\_\_\_

**Plans and specifications of all improvements must be submitted and attached to the application to show location and dimensions.** Said plans and specifications shall include a copy of the "Plat of Survey", if applicable, showing the exact location of the improvement on the Homeowner's Lot. IT IS IMPERATIVE that you contact the Village of Matteson Building Department at 4900 Village Commons Drive or 708.283.4900 to request a Permit, if applicable, and required by the Village. You must receive Board Approval via the signed PMCA Architectural Improvement Application BEFORE the Permit is obtained from the Village and a copy of the Board approved Application should be forwarded to the Village of Matteson with your request for a Permit. Please forward a copy of the Permit to the management office, upon receipt, for the Association files/records. \*\* Please allow up to seventy-two (72) hours for Board Approval, if all required documents are received, and if submitted on the week-end, an additional twenty-four (24) hours \*\*

A copy of the contractor's Certificate of Liability Insurance, "COI" must accompany this application, if applicable. **IT IS IMPERATIVE THAT YOU OR YOUR CONTRACTOR CONTACT J.U.L.I.E. (for marking underground facilities) @ 1-800-892-0123 or (811) prior to the start of construction, if applicable. Illinois state law requires that anyone planning an outdoor project that requires digging, regardless of the depth or the size of the project, must call J.U.L.I.E first.**

I/We, the undersigned, do hereby acknowledge that we understand the rule concerning the proposed improvement. We agree to abide by the Rules and Regulations as set forth by the Providence Manor Community Association Board of Directors and will be solely liable for upkeep/maintenance on this improvement.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Providence Manor Community Association Owner(s)

**FOR OFFICE USE ONLY:**

Approved By: _____	Date Application Received: _____
Inspected By: _____	Received By: _____
Inspected On: _____	Approved By: _____
Reasons for Disapproval: _____	_____