

Thousand Island Park Preservation Permit Application SHORT FORM

Please use this permit application for cottage and boathouse exterior work such as

- Porch repair/porch decking
- Window repair/replacement
- Exterior doors
- Gutters
- Landscaping
- Dock or siding repairs

I affirm that the work covered by this permit application will result in:

- ✓ NO change to the footprint of the structure
- ✓ NO change to the square footage of the interior or exterior of structure
- ✓ NO change in the placement or size of windows or doors

1. Cottage Owner Name, TIP Address and cell phone number:

2. Contractor Name and cell phone number (if applicable):

Please note: All contractors and sub-contractors working in TI Park must be licensed by the Corporation office and have a current Insurance Certificate on file.

3. Scope of work to be performed, and why:

4. Please attach pictures of:

- a. The entire façade where the work will be performed (for context)
- b. The façades of the other sides of the building (for context)
- c. The work area itself (for detail of the current state)
- d. Please annotate the photo or provide a drawing to illustrate the work to be performed; include measurements where appropriate
- e. For landscaping applications, please provide a measured drawing of the entire lot with detail of the proposed landscaping work annotated and measured

5. **To preserve architectural integrity, it is preferred to repair/replace items with the same materials as the original.**

- a. Does this work include use of material that is different than the original? Y/N
- b. If YES, please describe why:

6. **Provide a detailed description of all materials that will be used.**

<u>Item</u>	<u>Material</u>	<u>Size</u>	<u>Manufacturer</u>	<u>Finish (if applicable)</u>	<u>Remarks</u>
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If you prefer, you may provide samples of the materials to the TI Park Corp Office. Or, you may provide the manufacturer's cut sheet with detailed product information.

7. **For window work**

If this application is for window replacement, please complete and attach the window checklist form found on our website at: <https://www.tiparkcorp.com/wp-content/uploads/2021/11/Windows-Policy-Repair-v.s.-Replace.pdf>

8. **Fee**

There is an application fee of **\$10.00**

9. **Affidavit**

I certify that the information provided in this application is complete and accurate, and the project described will be completed as stipulated above. And, I have familiarized myself with the contents of this application and consent to its submission and processing.

Cottage Owner or Contractor

Date