



Fenner  
Glen

Site Condominium

**FENNER GLEN PROPERTY MANAGEMENT, INC.**

**APPLICATION FOR EXTERIOR ALTERATION**

Name(s): \_\_\_\_\_

Unit #: \_\_\_\_\_ Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Email Address: \_\_\_\_\_

Preferred Method of Contact:

Home/Cell Phone #: \_\_\_\_\_

Email

Work Phone #: \_\_\_\_\_

Home/Cell Phone

Work Phone

Type of Alteration Being Requested:

Addition

Landscaping

Tree Removal

Color Change

Lighting

Window

Deck/Patio

Roof

Other

Door

Siding

Description of Proposed Alteration:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

For Tree Removal: Please provide a property plat showing the location(s) of the tree(s) proposed to be removed indicating its/their distance from the house, structures and property lines. (You might find the association plat maps at <https://fennerglen.com> to be useful in creating your plat map.)

**BE ADVISED: Prior to beginning any alterations, all necessary approvals from state and local government(s) as well as Fenner Glen Property Management, Inc. must be obtained.**

**PLEASE NOTE: This application DOES NOT satisfy any state or local permits and/or other obligations which may be required for your project.**

Homeowner Signature(s):

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

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

Return completed application via mail to:  
Fenner Glen Property Management, Inc.  
P.O. Box 5086  
Muskegon, Michigan 49445

Or (for a faster response) via email to:  
[fennerglen@gmail.com](mailto:fennerglen@gmail.com)

Be sure to include

In the event that your application is denied or amended during its review, you shall be informed as to why it was denied or amended upon completion of the review. Also, application approval is contingent upon 1) the alteration being completed in a workmanlike manner and 2) the alteration be completed in full compliance with the conditions stipulated within the approval.