

## Application to Alter – Resorts

This form is to be submitted to Parkbridge for all proposed additions and alterations to the exterior of your RV Unit or site, including projects such as decks/porches, sheds, roofs, patios/walkways, landscaping, etc. Complete and detailed applications will help us process applications quickly.

By submitting this application, you acknowledge and authorize that a Parkbridge representative may visit your site to review your application for the purpose of processing your application.

**Please contact the Resort Office if you require assistance. Submitted by: (the “Occupant”)**

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

Site #: \_\_\_\_\_ Phone: \_\_\_\_\_ Email: \_\_\_\_\_

To: \_\_\_\_\_ (the “Owner”)

Name of Resort

Please review your Resort Handbook for guidance for all allowable items & unallowable items prior to submitting your application to alter.

The Occupant hereby makes application to the Owner to permit it to make the following revisions/renovations/alterations to the RV Unit or site or to permit it to construct, renovate or incorporate the changes hereinafter noted (collectively known as the “work”). The work shall consist of (insert complete description of all proposed work):

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Additional conditions, if any, inserted by the Owner specific to this application:

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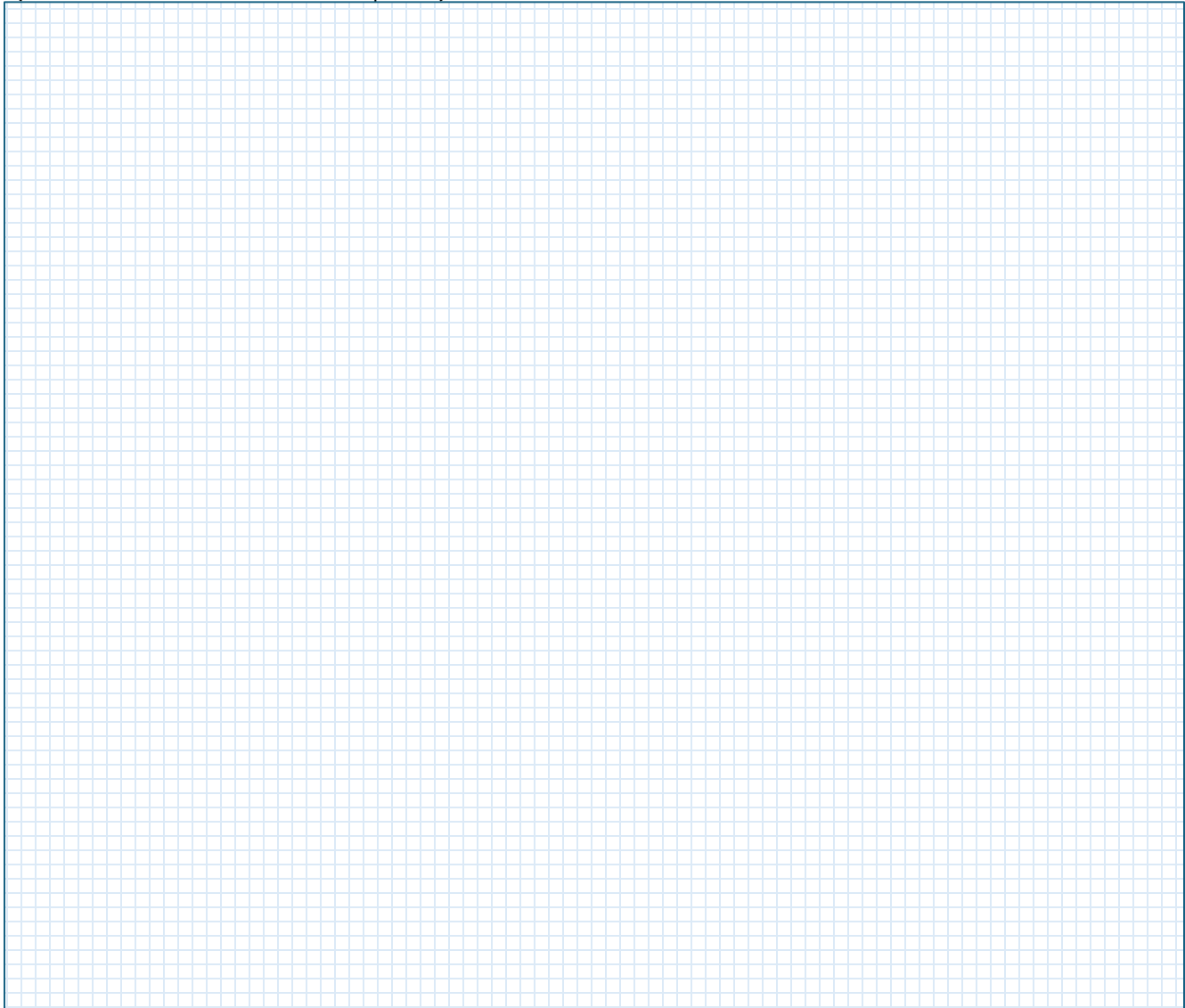
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Using the chart paper on the next page, include a diagram of the lot and a sketch of the work to be performed with accurate measurements.

**Diagram of Work Being Performed**

Include a diagram of the site and a sketch of the work to be performed with accurate measurements. For proposed additions, please indicate all additions to the RV Unit including decks, sunrooms, sheds, etc. as well as location and size (e.g., 10' x 10' shed). Note the distance from other structures and proposed additions, including neighbours' homes, lot lines, roadways, or sheds. If adding a deck, include details such as the height from the ground, height of the railings, handrails, and stairs and concrete piers vs. floating deck pads. Maximum allowable lot coverage must be confirmed with the local municipality by the Occupant (typically cannot exceed 35% sq. ft. of the total square footage of the site, including measurements for porch, deck, and all attached structures).

(Attach additional sheets if required)



**Contractor Details**

The work will be performed by:

- Self
- Proposed Contractor

Business Name: \_\_\_\_\_ WSIB: \_\_\_\_\_

Contact Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Proposed Start Date: \_\_\_\_\_ Proposed Completion Date: \_\_\_\_\_

Insert a complete list of all proposed suppliers and other contractors, tradespersons, and sub trades persons to be used to complete the work:

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

~~As a~~ The Occupant can engage an Approved Contractor for the Resort. These contractors must comply with Parkbridge requirements for valid insurance coverage and valid WSIB certificate.  
~~As a~~ Maintenance or construction work can only be performed from Monday to Friday from 9:00 am to 5:00 pm only, excluding holidays. Any work performed outside of these times must be approved by the Owner.

**Note:** Work must comply with all Provincial, Municipal and Fire Regulations, MOE and Conservation Authority approvals where required.

**Note:** It is the Occupant's responsibility to obtain any Building Permits from the municipality or other permits that may be required to facilitate the work. Written Owner consent is required to submit a permit application to the municipality. A copy of the permit(s) must be provided to the office prior to the work starting. The permit(s) must be posted at the site while work is being completed.

**Note:** Approved Applications to Alter expire upon closing date of your resort.

In making this application, the Occupant acknowledges having read and understood the Owner's standard application form and agrees to abide by all provisions of the application.

It is the responsibility of the contractor to remove all waste materials from the Resort. Any contractor caught disposing of waste materials within the Resort will incur a \$250 charge to be paid by the Occupant who employed the contractor.

This application is submitted this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.  
Day Month Year

\_\_\_\_\_  
Witness

\_\_\_\_\_  
Occupant

\_\_\_\_\_  
Witness

\_\_\_\_\_  
Occupant

On behalf of the Owner and subject to the Occupant complying with all the terms and conditions noted herein, this application is accepted on this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.  
Day Month Year

\_\_\_\_\_  
Witness

\_\_\_\_\_  
Name (I have authority to bind the Owner)

~~March 2021~~  
t March 2021

A Parkbridge Building Permit has been issued for the work  Yes