



# *Old Stone Bridge Association*

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*Old Stone Bridge Property Owners' Association, Inc.  
P.O. Box 158 · Cos Cob, CT 06807*

## **Process for approval of alterations in OSB**

1. The proposed alterations will be submitted to the Board at least 30 days prior to the start-up date of the work.
2. The OSB Board will reply with written approval or disapproval within 3 weeks of the submission. It is hoped that timely communications will avoid the need for any disapprovals.
3. Please approach your neighbors to keep them informed about your plans. This will prevent surprises, and might lead to happier conclusions. This would apply to major landscaping changes as well.
4. While the Board will not resort to litigation, it will reserve the right to record obvious violations on the Greenwich Land Records after formal notification to the homeowner.

# OLD STONE BRIDGE PROPERTY OWNERS' ASSOCIATION

## Alteration Approval Procedure

Date \_\_\_\_\_

**REQUIREMENT:**

If you are going to change something outside your house and/or change something that you can see from outside your house, **you MUST seek approval.**

(Even painting, bushes, shutters, the garage door, or the dog house)

**PROCEDURE:**

1. Talk with your surrounding neighbors.
2. Complete this form and submit it to the Board of Directors.

**Name:** \_\_\_\_\_

**House number:** \_\_\_\_\_

**Describe proposed alteration:**

**Planned start date:** \_\_\_\_\_

**Planned completion date:** \_\_\_\_\_

**Artist rendering:** \_\_\_\_\_

**Blueprint:** \_\_\_\_\_

**Have you filed for a building permit?** \_\_\_\_\_

**Purpose of alteration:** (maintenance, appearance, added space, etc.)

**We have discussed this project with our neighbors. Their approvals below.**

House # \_\_\_\_\_ We have no objections \_\_\_\_\_  
Signature Date

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OSB Board of Directors - Approving Agent

Approved \_\_\_\_\_

Date \_\_\_\_\_

**BOARD COMMITMENT: Response within 3 weeks of submission**

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