# Devonwood

Homeowner’s Association, Inc.

Managing Agent:

Jeff Louis Associates, LLC

54 Wildwood Street - New Britain, CT 06051-2443

Email: Jeff.Louis@sbcglobal.net

Tel 860-229-9974 / Fax 860-229-9972

**APPLICATION INSTRUCTIONS**

**SOLAR PANELS OR SHINGLES**

Any resident wishing to install solar panels or solar shingles on the roof of their residence shall fill out this **Solar Panel/Shingle Application Form for Review,** submitted together by the applicant with supporting documentation as required. The applicant shall be responsible for paying all fees incurred by the Board of Directors in review of this application.

Solar guidelines:

1. Solar panels cannot be visible from any road or walking path anytime during the year.
2. Solar shingles as full roof replacement will be considered.
3. Adjacent landowners are to be notified and given the opportunity to review the proposed plans and comment directly to the management company.

**The supporting documentation shall include:**

1. A letter from the applicant stating the reason(s) for installing the solar panels or shingles.
2. Detailed map showing the proposed location of the panels or shingles and any ancillary equipment.
3. A copy of the contractor’s state license and insurance certificate.
4. Final construction plans showing elevations, material specifications, grading plans (if necessary) and brochures of the proposed panels or shingles.
5. Copies of letters to abutting Landowners.
6. Other documentation necessary for review as requested by the Board of Directors.

Application and attendant documentation should be sent to Jeff Louis Associates, LLC. By the next meeting date, or within four weeks from the submission of homeowner’s application, The Board of Directors will review the application and inform the homeowner in writing whether permission shall be granted to begin construction. It is not the intention of the Board to dictate design but rather to be selective and helpful in having plans and requests be decided in accordance with the standards as set forth in the by-laws of the Devonwood Homeowner’s Association.

**NO OUTBUILDINGS OR ADDITIONS ARE TO BE CONSTRUCTED WITHOUT THE WRITTEN PERMISSION OF THE BOARD.**

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Solar Panel/Shingle Construction

Application for Review of Proposal

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

**Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**FARMINGTON, CT 06032**

**Telephone: Day: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Evening: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Fax: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ EMAIL- \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Please furnish: Attachments #1, #2, #3, #4**

**----- Construction/Improvement Attachments -----**

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1. Letter stating reason for proposed additions.
2. A detailed map showing the proposed location of the panels or shingles.
3. A copy of the contractor’s state license and insurance certificate.
4. Final construction plans showing elevations, material specifications, grading plans (if necessary) and brochures of the proposed panels/shingles.
5. Copies of letters to abutting Landowners.

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