

**ALCC request to install SKY-LIGHT**

Failure to complete this form and obtain approval **PRIOR to starting** project will result in a **minimum \$100 fine.**

This procedure must be followed for deposit return

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

- \_\_\_\_\_ ADAMS
- \_\_\_\_\_ BURNHAM
- \_\_\_\_\_ CLARK
- \_\_\_\_\_ DEARBORN
- \_\_\_\_\_ EVANSTON

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

Phone: \_\_\_\_\_

Email: \_\_\_\_\_ Can we email approval paperwork? Y/N

Date submitted: \_\_\_\_\_ \$250.00 security deposit is required.

Signature: \_\_\_\_\_

Describe the proposed location of the skylight, including a diagram of structural changes needed:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Name, address & phone of CONTRACTOR:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Contractor email: \_\_\_\_\_ can we email you approval paperwork Y/N

Approvals require BOTH ALCC and Townhome Maintenance.

DATE APPROVED: #1 \_\_\_\_\_ (INIT. \_\_\_\_\_) #2 \_\_\_\_\_ (INIT. \_\_\_\_\_)

Townhome Maintenance #3 \_\_\_\_\_ (INIT. \_\_\_\_\_)

**APPROVED WORK *MUST* BE STARTED WITHIN 40 DAYS OF APPROVAL  
OR A NEW APPROVAL WILL BE NECESSARY.**

**NOTE: *Page 2 must be signed before approval process can be initiated!***

**ACACIA ASSOCIATION RELEASE FORM**

1. I (we), the undersigned, title holder(s) of the townhome located at \_\_\_\_\_, Indian Head Park, Illinois 60525, do hereby release The Acacia Association from any and all roof repairs relating to a sky-light installed at the afore-said address;
2. Furthermore, I am (we are) relinquishing any and all liability of The Acacia Association both from the sky-light materials used and structural damages or losses sustained which may be associated with the sky-light installation.

**SIGNED:** \_\_\_\_\_ **DATE:** \_\_\_\_\_