

**CROSSBOW POINT  
Condominium Unit Renovation Policy  
Approval Request Form**

FILE: <Renovation request form 2014 FINAL>

The purpose of this form is to assist a condominium unit owner in obtaining approval to carry out a renovation within their unit. A successful renovation process depends upon clarity of the work to be done, and the establishment and maintenance of good working relationships between the owner, neighbors, the contractor(s), the condominium corporation and the property manager (Manager).

**1.0 TO BE COMPLETED BY THE UNIT OWNER**

**1a – General Details**

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

**Condominium Unit Information:**

Unit Number: \_\_\_\_\_ Building Number: \_\_\_\_\_

Owner's Phone Number: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

**Owner's Mailing Address:**

Street: \_\_\_\_\_ Suite: \_\_\_\_\_

Town/City: \_\_\_\_\_ Prov/State: \_\_\_\_\_

Postal/Zip: \_\_\_\_\_

**Tenant information (if applicable):**

Name: \_\_\_\_\_ Phone: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

**1b – Renovation Details**

**Summary information: Type of renovation project: (please check all that apply)**

- Electrical
- Flooring (e.g., Hardwood, Ceramic tile – refer to Flooring Modification Policy)
- Gas line
- Plumbing
- Screen Door – refer to Screen Door policy and guidelines
- Change to interior doors (exterior changes to hallway and exterior doors and windows not permitted)
- Other (provide summary description; details are requested in a later question):

\_\_\_\_\_

\_\_\_\_\_

**Describe, in detail, the work to be done** and which rooms are being worked on, (*If more space is required please continue on a separate sheet and attach/staple; also attach any drawings, plans and detailed quote(s)* as may be appropriate):

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**1-c: I have read and understand:**

the Condominium By-laws that may be applicable to renovations. These include but are not limited to the following By-laws:

- o 3-d, l, m, n                      **circle YES**                      or                      **NO**
- o 68-a-vi, xi, xii, xx                      **circle YES**                      or                      **NO**

A 'NO' as per above will result in non-approval of the request.

I am completing the work myself:    **circle YES**                      or                      NO (if no, complete 1-c-1)

**1-c-1: Contractor Details**

The name of the contractor(s) is: \_\_\_\_\_

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- o I have obtained their **Liability Insurance** information:                      **circle YES** or **NO**
- o I have obtained their **WCB Clearance Certificate**                       **circle YES** or **NO**
- o If NO to the above, then I understand that if the trade is not covered under their own **WCB policy** that I, as the owner of the unit, and not the condominium, am fully responsible for the health and safety of the trades I hire:                      **circle YES** or **NO**
- o I confirm that the contractor is a **Certified Trade**:                      **circle YES** or **NO**

A 'NO' in any or all of the above four statements may result in non-approval of the request.

**2.0 NOTES AND ADDITIONAL TERMS:**

- a. To ensure your request can be reviewed in a timely manner, please **ensure all areas are completed and that you attach any drawings and/or plans**. Incomplete areas will delay your request review and or approval. *Normal review and response time is 14 business days from the date your "fully" completed form is received by the Manager.*
- b. Please do not assume automatic approval of your request. Your request is confirmed as approved upon written confirmation (mail or email) from the Manager on behalf of your Board.

- c. As the owner of the unit, you are liable for any and all work carried out in relation to the work indicated on this form and as may arise in the normal course of the work.
- d. Neither the condominium nor the Manager accepts any liability related to the approval or denial of the request, or related in any manner to the work requested and or to be completed.
- e. All work is to be done to a professional standard.
- f. All refuse and unused materials must be disposed of off site at the unit owner's cost.
- g. The unit owner assumes all liability for their contractor/trade and their performance.
- h. Any and all approved work must be completed Monday through Friday between the hours of 8:30am and 6:00pm, or Saturday between the hours of 9 am and 4 pm.
- i. Work that creates structure borne noise (hammering, drilling, ram set, etc.) is restricted to Monday through Friday and between the hours of 10 am and 4 pm.
- j. Work may not take place on Sundays or recognized holidays.
- k. Requested work that is in conflict with the condominiums By-laws will not be considered for approval.
- l. Permits must be obtained, at the owner's expense, as required by the Town of Canmore.
- m. All work must meet Alberta Building Code requirements.
- n. Any provided approvals may be withdrawn at any time by the condominium's Board of Directors, with proper notice and reason.
- o. If your submitted request is denied and you wish to reapply at a later date, a new form must be completed in full and resubmitted.
- p. If your request is approved, you are required to keep the approved request form on file in case proof of approval is later requested by the Board or the Manager.
- q. Construction materials and supplies are not permitted to be stored on common property, including garage, parking lot and hallway. Also, these items are not permitted to be stored within your titled parking stall.
- r. The unit owner is responsible for the clean up of materials and debris in all common areas, including hallways, elevators, stairwells, garage and parking lot.
- s. No smoking within common areas of the building.
- t. Exterior entrance doors may not be propped open at any time.
- u. In order to transport materials and supplies by elevator, elevator blankets must be used. Arrangements can be made in advance by contacting the Manager. If there are substantive materials to be moved by elevator, it is recommended that you contact the Manager to arrange pick-up and use of the elevator control key.

**3.0 TO BE COMPLETED BY OWNER**

I have read all preceding sections with a full understanding of all content and agree to direction, and have completed all information accurately and truthfully.

Owner(s) Name(s): \_\_\_\_\_ Date: \_\_\_\_\_

Owner(s) Signature(s): \_\_\_\_\_ Date: \_\_\_\_\_

**4.0 SEND THIS FORM TO THE PROPERTY MANAGER**

PEKA Professional Property Management Ltd. 403-678-6162 (Fax: 403-678-4990)  
Attn: Gibson Rencz gibson@peka.ca  
#105, 1002 – 8<sup>th</sup> Avenue, Canmore, Alberta T1W 0C4

**5.0 RECOMMENDATION (to be completed by PEKA)**

Manager: \_\_\_\_\_

Approval Request Review Date: \_\_\_\_\_

Applicable condominium Bylaw's: \_\_\_\_\_

Does the request conflict with the Condominium's Bylaws? (Yes or No; if YES, provide details)



Approval Recommended (Yes or No)

If no, reason: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**6.0 DECISION (to be completed by PEKA)**

Board approval: Yes \_\_\_\_\_ NO \_\_\_\_\_

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

If no, reason: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**7.0 ADVISED APPLICANT (to be completed by PEKA)**

Date that Board decision was advised to applicant: \_\_\_\_\_