



**Request for Approval of Renovations  
and/or Water Shut Down Approval Request**

Changes to plumbing, heating, cooling, drainage, electrical, gas systems, or structural changes within or outside any unit River Park Glen require **prior written approval** from the Condominium Corporation. If using a contractor, please also submit **Form CM 0007 Contractor Registration**. Only authorized, licensed, and insured contractors may complete work within River Park Glen. Each Contractor must be identified prior to commencement of work. It is the Owner's responsibility to ensure that whoever is working within their unit is aware of, and abides by, all Bylaws and Regulations.

**REQUEST DETAILS**

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

Contractor or Person Completing Work: \_\_\_\_\_

Work Description (*include materials to be used, drawings, etc. with request*): \_\_\_\_\_

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

Will a water shut down be needed/requested? [ ] Yes [ ] No. If yes, the preferred date range for the water shutdown is on \_\_\_\_\_ from: \_\_\_\_\_ until: \_\_\_\_\_.

\_\_\_\_\_  
Owner/Agent Signature

\_\_\_\_\_  
Dated

\_\_\_\_\_  
Owner/Agent Name

**REQUEST APPROVED (OFFICE ONLY)**

Approved by: \_\_\_\_\_

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

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

Scheduled Times: \_\_\_\_\_ to \_\_\_\_\_

**REQUEST DENIED (OFFICE ONLY)**

Denied by: \_\_\_\_\_

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

Reason: \_\_\_\_\_

