



P.O. Box 154, Linden, VA 22642

Request for Culvert Installation / Replacement

By completing this form, you are requesting that Skyland Community Corporation provide a quote for culvert installation or replacement as described below. A quote will be provided within 14 days of receipt of this request.

Please complete ONLY Sections 1 and 2 and REVIEW the information in Sections 3 – 6. Mail the form to:

**Skyland Community Corporation
Attn: Roads Committee
P.O. Box 154
Linden, VA 22642**

Section 1: Client Information

Homeowner Name(s):		
Address:		
Property Address (if different from above)		
Home Phone:	Mobile Phone:	Other Phone:
Email Address (optional):		

Section 2: Scope of Work

Indicate the nature of the work to be performed by placing an **X** on the appropriate row.

Culvert Installation

Culvert Replacement

It is the responsibility of the [Homeowner(s)] to perform culvert maintenance (clearing of debris from the pipe) and to procure any gravel required as a result of the installation / replacement.

Additional Notes / Comments:



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Section 3: Estimated Cost

(This section to be completed by the SCC-attach additional page if more space is required)

Date Provided to [Homeowner(s)]: _____

Description	Unit Cost	Units	Extended Cost
Total			

The above total is an **estimate** of cost to perform the requested work, and is valid for 60 days from the date issued. Actual cost may vary slightly from this estimate. Expected changes of greater than 10% of the quote will be cleared with the [Homeowner(s)] prior to work being performed.

Section 4: Proposed Date When Work Will Be Performed

The SCC will make every effort to work with your schedule; however, the needs of the community at large will take priority over work on individual culverts. Events outside the control of the SCC may require the work to be performed on a different date than that which is proposed here.

Materials will not be ordered until this request has been received, a quote has been provided, and the [Homeowner(s)] have accepted the quote and agreed to the terms, as indicated by the signatures section of this document.

If the requested work is not performed for any reason, payment will be refunded. Note that if large rocks are encountered during the course of the work, the culvert may not be able to be installed.

Proposed Date for Work to Begin: _____

Section 5: Payment Terms

The SCC requires payment in advance for all work. Payment may be made by cash or check*.
 *There will be a fee of \$50 if your check is returned. Please make checks payable to **Skyland Community Corporation**.

Section 6: Warranties, Liabilities, Damages

The SCC and its agents may not use its equipment on private property. The allowable area for work is 25 feet from the center of large roads, and 15 feet from the center of smaller roads. The SCC is not liable for damages that may occur during the installation of the culvert.

Section 7: Signatures

By signing below, I(We), [Homeowner(s)], request the indicated work be performed at [Property Address] by the SCC on the indicated date. My signature indicates I(We) have read, understood, and agree to all terms stated in this request.

Homeowner Name(s)
 (printed): _____

Homeowner Signature(s): _____ Date _____

SCC Officer: _____

SCC Officer Signature _____ Date _____