

Some townhouses may not have adequate space to accommodate a ramp. In these instances, a ramp would not be allowed. For those townhouses with adequate space, the following guidelines must be followed.

**The following will need to be included with the request to install a ramp:**

- An Installation/Alteration Permit is required and must be approved prior to starting the project.
- A Request for Verification of Accommodation form must be filled out by the Member's physician verifying a need for the ramp.
- The ramp must be designed and installed to provide the farthest distance possible from any community sidewalk. No part of the ramp structure can be close enough to the sidewalk to create a potential hazard or hinder any part of the maintenance of the sidewalk. A drawing of the dimensions and configuration of the ramp must be submitted with the Alteration/Installation Permit.
- The ramp must comply with the American National Standard (ICC/ANSI A117.1) and any appropriate City of Lansing requirements. A copy of the appropriate regulations/requirements must be provided with the Installation/Alteration Permit.
- The Member shall be required to carry liability insurance. Proof of such insurance must be provided with the Installation/Alteration Permit and updated by the Member each year thereafter, by providing proof of renewal to the Cooperative.
- Construction of the ramp cannot begin until the Installation/Alteration Permit has been approved.

**The following must be provided to the Office prior to construction of the ramp:**

- A copy of all necessary permits.
- A ticket number from "Miss Digg".

**Other stipulations concerning the construction of the ramp:**

- Ramp cannot extend beyond the interior width dimensions of the townhouse without prior approval and may not protrude on another Members' theoretical property.
- The ramp must be free standing. THE RAMP CANNOT BE ATTACHED TO THE BUILDING.
- Access to and from the ramp must be from the Member's approach walk.
- The railing support posts can have decorative post toppers and the toppers must be approved prior to installation.
- The deck/railings must be constructed in such a way as not to interfere with access to outside water faucets (large enough for a person to work), electrical meters, or other utility meters or equipment. If necessary, an access panel may need to be built into the floor of the ramp.
- The deck must be level with or below the threshold of the door. The steps and porch cannot be removed without prior permission.
- The ramp must be completed within 14 days of the start date. After completion of the work, the ramp will be inspected. If it does not conform to the required specifications, corrections must be made or the ramp would need to be removed.
- If shrubs must be removed in order to install a ramp, similar/like shrubs must be planted in the area of the ramp, where space allows. Management must approve the placement of any shrubs.
- The wood used in construction of the ramp must be treated wood or composite material. A clear sealer must be applied to the wood.
- The ramp footings must be cemented 42 inches below the ground surface.
- The bottom portion of the ramp must be completely enclosed with lattice. Solid wood can be used in place of lattice.

- Landscape fabric should be used to completely control the growth of weeds underneath the ramp.
- Nothing may be stored underneath the ramp.
- Regular upkeep of the ramp and its surrounding areas is the responsibility of the Member. The Member is responsible for removal of all weeds around the ramp. The grounds staff will not weed whip close to the ramp. This includes repairing loose or broken wood, periodic painting/sealing, etc.
- **Snow or ice removal is the responsibility of the Member.**
- Ramp will be required to be removed when the membership is sold or ramp is no longer needed by a Member or household occupant. The removal of the ramp will be the responsibility of the current Member. Any modifications that were made to install the ramp will need to be restored to its original condition at the expense of the Member.