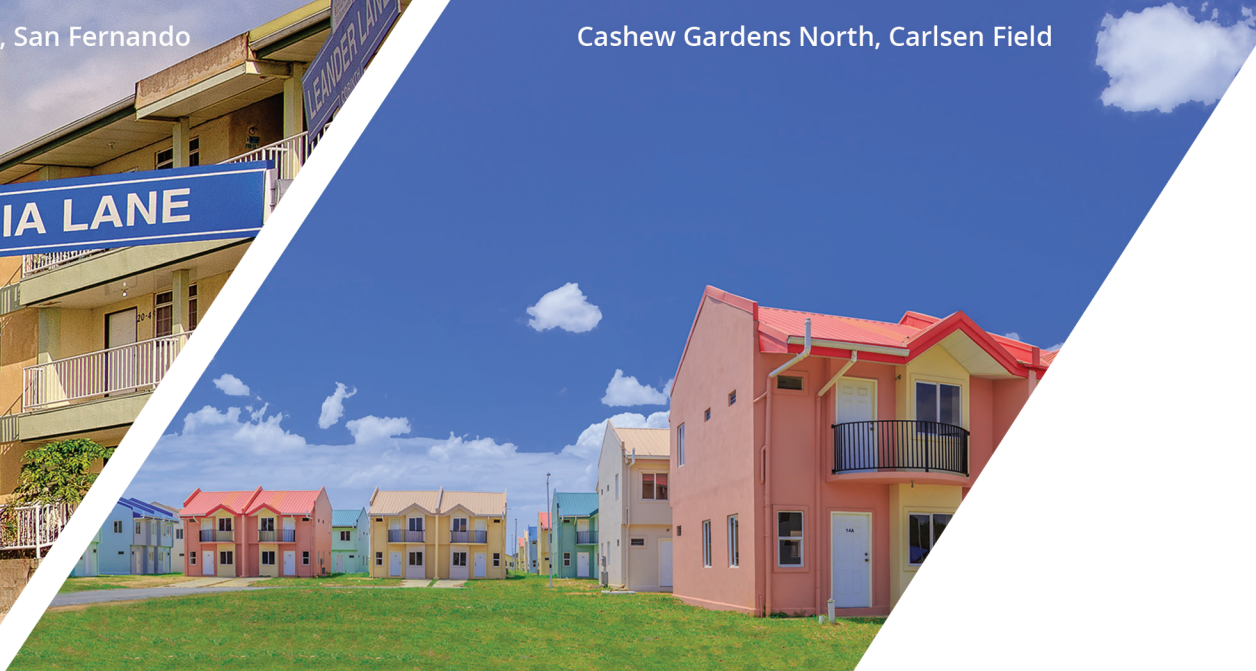
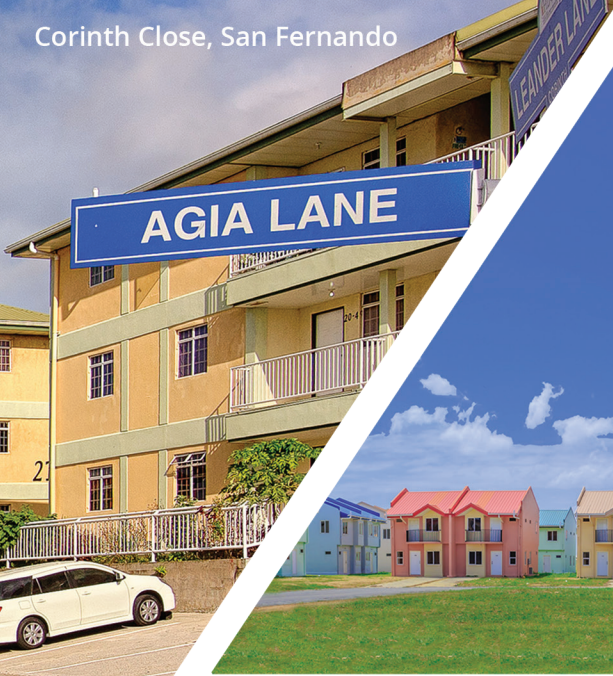


Corinth Close, San Fernando

Cashew Gardens North, Carlsen Field



Fairfield Estate, Princes Town



Oasis Greens, Chaguanas



TRINIDAD AND TOBAGO  
HOUSING DEVELOPMENT CORPORATION  
AN AGENCY OF THE MINISTRY OF HOUSING AND URBAN DEVELOPMENT

# GUIDELINES

## FOR ALTERATIONS

SEPTEMBER 2015 - FIRST EDITION







# CONT

## **GENERAL GUIDELINES FOR ALTERATIONS**

### **INSTALLATION OF AIR CONDITION UNITS**

(i) Single Units, Duplexes, Apartments and End Townhouses.....	<b>4</b>
(ii) Middle Townhouses.....	<b>5</b>

INSTALLATION OF BURGLAR PROOFING FOR DOORS AND WINDOWS ONLY.....	<b>6</b>
--	----------

DEFINITION OF BOUNDARIES AND FENCING OF SINGLE FAMILY UNIT.....	<b>7</b>
---	----------

DEFINITION OF BOUNDARIES AND INSTALLATION OF FOUR (4) FEET HIGH PICKET FENCING FOR TOWNHOUSES AND DUPLEXES ONLY.....	<b>9</b>
---	----------

### **INSTALLATION OF WATER TANK**

(i) Six Hundred Gallon.....	<b>10</b>
(ii) Eight Hundred or One Thousand Gallon.....	<b>11</b>

PLANTING OF TREES AND DECORATIVE PLANTS.....	<b>12</b>
--	-----------

PAVING OF YARD.....	<b>13</b>
---------------------	-----------

CONSTRUCTION OF APRON.....	<b>14</b>
----------------------------	-----------

PERMISSION TO EXTEND PROPERTY-EXTENSIVE MODIFICATION OF PROPERTY.....	<b>15</b>
---	-----------

### **MINOR MODIFICATIONS OF PROPERTY (APPROVED WITH GUIDELINES)**

(i) Miscellaneous Modifications.....	<b>16</b>
(ii) Replacement of Windows and Doors.....	<b>16</b>
a. Single Family, Duplex, Townhouses and Apartments Units.....	<b>16</b>
b. Rental Units.....	<b>16</b>
1. Single Family Units (Rental).....	<b>16</b>
2. Townhouses and Apartment, Duplex Units (Rental).....	<b>16</b>



# EVENTS

(iii) Installation of Clothes Line.....	17
(iv) Three feet Six inches (3' 6") Porch Gate.....	17
CHANGE OF EXTERIOR HOUSE COLOUR.....	18
(i) Single Units.....	18
(ii) Apartments/ Townhouses/ Duplexes or any part thereof.....	18
INSTALLATION OF AN AWNING /CANOPY FOR HDC'S TOWNHOUSE AND DUPLEX UNITS..	19
SECURITY LIGHTING.....	22
INSTALLATION OF SECURITY CAMERAS.....	22
INSTALLATION OF CABLE OR DIRECT TV AND INTERNET SERVICES.....	23
PERMISSION FOR YOUR PET IN SINGLE FAMILY UNITS ONLY.....	24

## **GUIDELINES FOR ALTERATIONS IN SPECIFIED AREAS**

OROPUNE GARDENS, PIARCO HOUSING DEVELOPMENT- CONSTRUCTION OF LOW WALL WITHIN PORCH AREA .....	26
CORINTH HILLS, SAN FERNANDO HOUSING DEVELOPMENT- ROOF EXTENSIONS TO ENTRY FAÇADE OF TOWNHOUSES .....	26
GENERAL GUIDELINES FOR ALL RENTAL UNITS.....	29

## **FORMS**

REQUEST FOR OTHER ALTERATIONS (Not in Guidelines) FORM.....	31
BOUNDARY DEFINITION REQUEST FORM.....	33
CERTIFICATE OF ACCEPTANCE OF GUIDELINES FORM.....	35





TRINIDAD AND TOBAGO  
HOUSING DEVELOPMENT CORPORATION  
AN AGENCY OF THE MINISTRY OF HOUSING AND URBAN DEVELOPMENT

## GUIDELINES FOR ALTERATIONS OF TRINIDAD & TOBAGO HOUSING DEVELOPMENT CORPORATION UNITS

1. You are advised to peruse and review the terms of your Licence or Rental Agreement or Deed of Sub-Lease with regard to the occupation of your Unit.
2. Therein lies the Terms to which you MUST comply.
3. The following alterations are approved **ONLY** on the condition that you comply with the Guidelines as set out herein.
4. Exemptions and waivers of these Guidelines would be considered in exceptional and special circumstances ONLY.
5. The Corporation reserves the right to review and amend these Guidelines as it deems necessary and in the interest of all.
6. Failure to comply with these Guidelines may result in the termination of your occupation of your Unit by the HDC.
7. Any request for clarification must be made in writing and addressed to the Managing Director, Trinidad and Tobago Housing Development Corporation, 44-46 South Quay, Port of Spain.

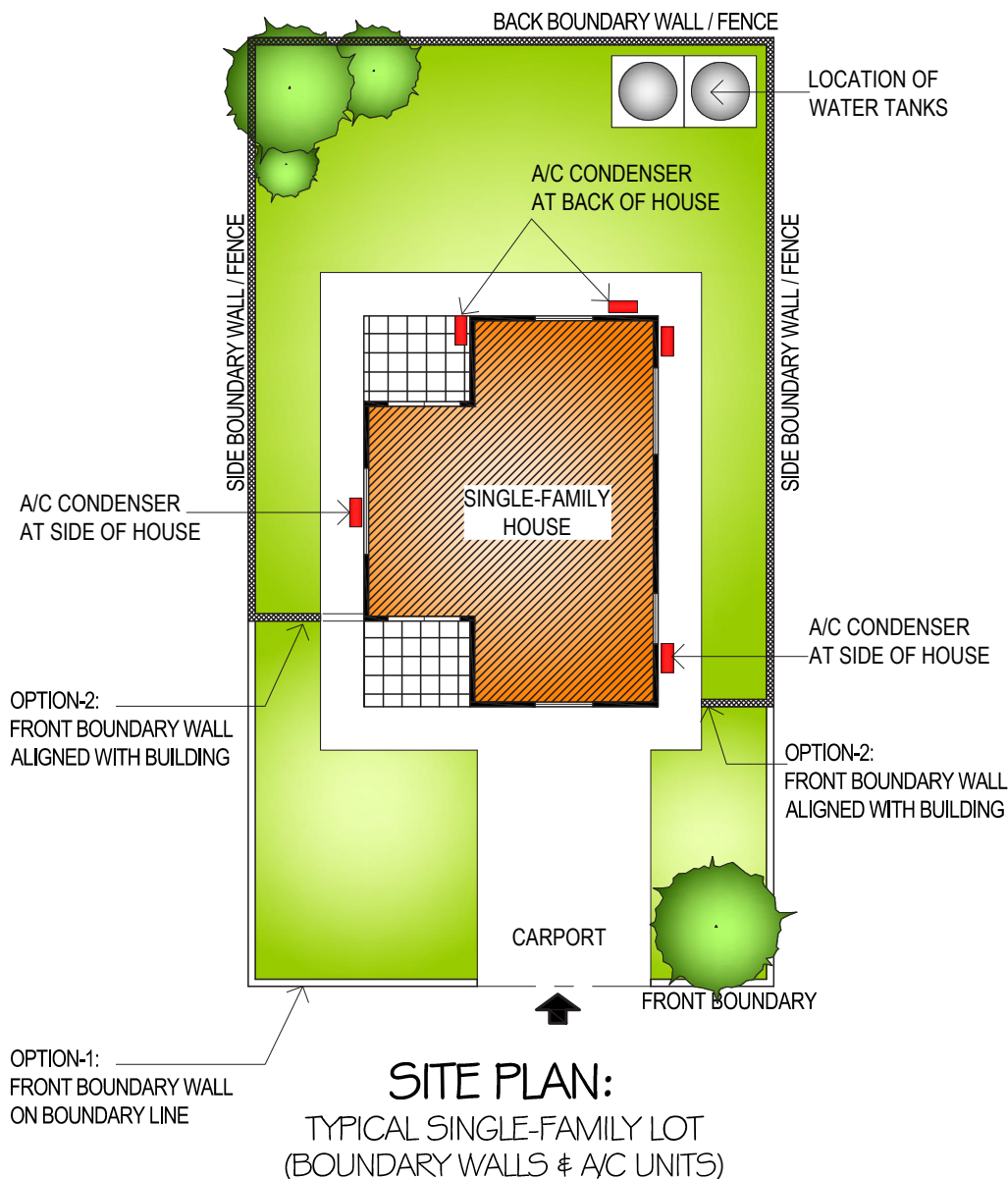
# INSTALLATION OF AIR CONDITION UNITS

## (i) Single Units (See Image 1.0), Duplexes, Apartments and End Townhouses

The Corporation mandates that all compressors for all air conditioning units affixed to the property must be affixed or installed to the outside apron of said housing unit i.e. affixed to the **BACK or SIDE** of the property. It is noted further that the said compressor ought **not** to be installed to the front of these housing units.

Furthermore, please be guided that should you vacate the said premises at any point in the future and elect to remove the said air conditioning units upon your departure, **TAKE NOTICE** that you would be expected to restore the walls of the Unit to their original condition.

*Site Plan Showing Typical Single Family Lot Installation of A/C Units*



*Image 1.0*



## INSTALLATION OF AIR CONDITION UNITS

### (ii) Middle Townhouses (See Images 2.0, 12.0 and 13.0)

- All a/c installations for servicing the front rooms of a townhouse should be mounted along the **ground floor vicinity** of the front façade.
- The condenser can be **floor-mounted** along the concrete platform, preferably within the recessed area at the front of the townhouse.
- Where there is a ground floor roof addition, the condenser can be **wall-mounted** on metal brackets below the roof so fit.
- Install as discrete a service trunking as possible by running the vertical piping along the recessed corner of the front wall.

*Site Plan Showing Typical Townhouse Lot Installation of A/C Units*

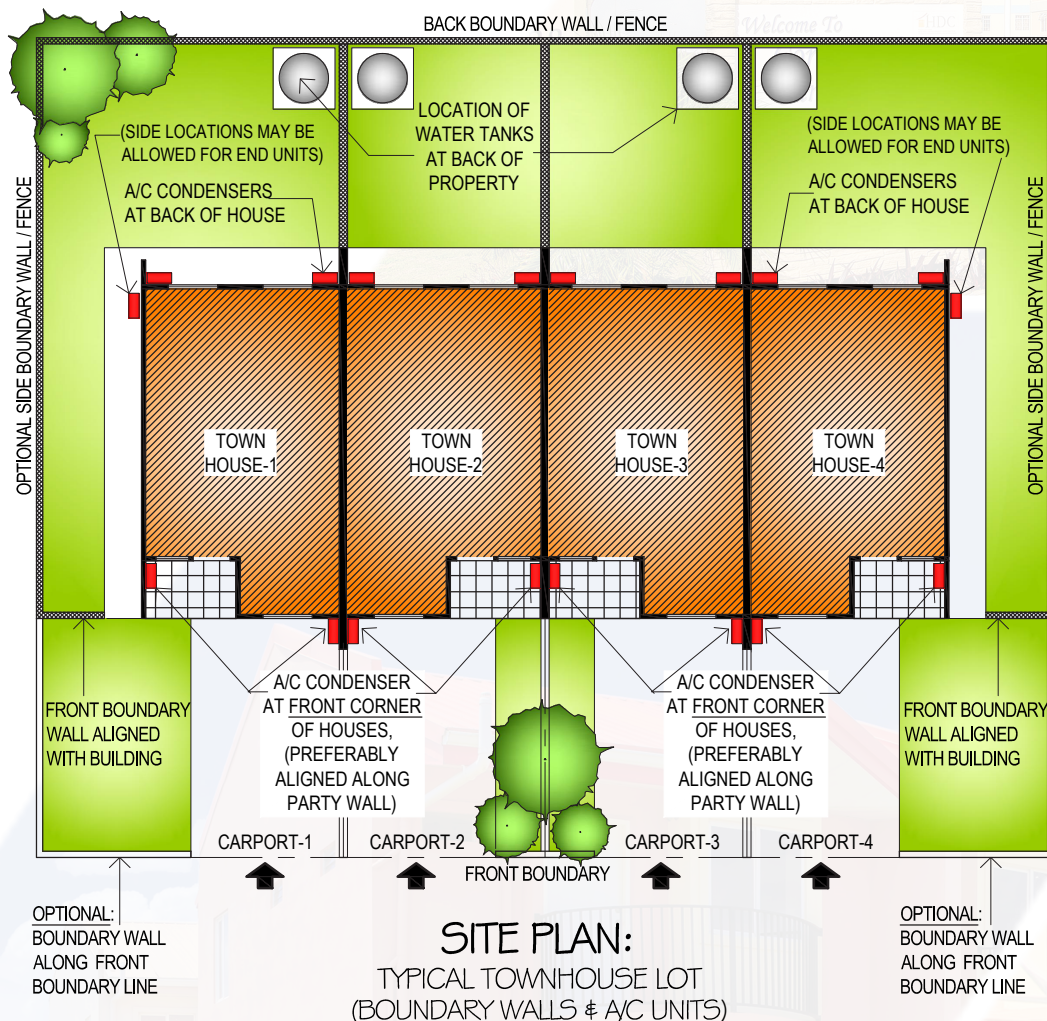


Image 2.0



# INSTALLATION OF BURGLAR PROOFING FOR DOORS AND WINDOWS ONLY

All burglar proofing to windows and doors must be installed on the internal walls. Although multiple exits may exist (e.g. front and back door), windows that are burglar proofed should be designed with the capability of allowing someone to exit should both doors be compromised. You are therefore required to comply with the following guidelines with regard to the installation of burglar-proofing:

- a. Ensure sufficient windows (at various points in the house) are outfitted with **fire exit capabilities** i.e. ensure that burglar proofing in sufficient windows are designed with hinges and padlocks
- b. Bedroom windows should be designed with fire exit capabilities.
- c. Fire exits should be designed in such a way that there would be ease for access/egress with minimal obstruction.
- d. Keys should remain within padlocks and or easily accessible or within close reach. If impossible, place keys to the lock on a hook within the burglar proof or a ledge.

**ALL FAMILY MEMBERS SHOULD BE AWARE OF THE LOCATIONS OF KEYS.**

- e. Do not store bundle of keys together for one lock. **One lock should equate one key.**
- f. Service hinges and locks every three (3) months to ensure they are fully functional.

## DEFINITION OF BOUNDARIES AND FENCING OF SINGLE FAMILY UNIT

A request to fence requires that you must **first** have the boundaries of your property defined as the fencing of your Unit can only be done AFTER the boundaries are defined.

Should you observe any pickets on the property, you are hereby advised that these pickets do **NOT** represent boundary definitions.

In light of the foregoing, a **boundary definition form** should be submitted to the **Land Coordinator Land Assembly Coordination Department**, at the Corporation's Head Office, South Quay, Port of Spain to facilitate the definition of your Lot.

Please note however, that fencing of the captioned property would be allowed in **due course** and provided that the boundaries for said property are defined by the Corporation's Land Surveyors, Land Assembly Coordination Department pursuant to the application for same.

The boundary definition exercise **MUST** be carried out in your presence or in the presence of your appointed agent. The **Land Coordinator** will contact you and advise you further.

Please be guided that should you vacate the said premises at any point in the future, the Corporation would treat this fencing as a fixture permanently affixed to said property whereby you would **NOT** be entitled to remove said fencing **OR** be entitled to compensation in lieu of your inability to remove same. You are also required to ensure that all fence construction comply with requirements under the **Town and Country Planning (General Development) Order**.

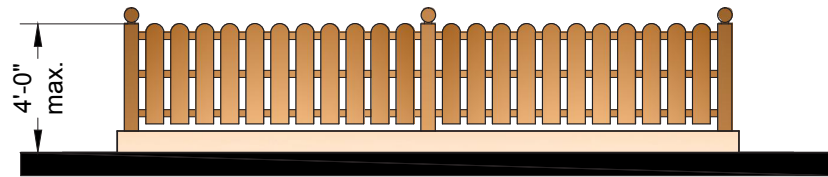
*"the erection or construction of gates, fences, walls or other means of enclosure not exceeding 4 feet in height where abutting on a road or 7 feet in any other case, and the maintenance, improvement, or other alteration of any gates, fences, walls, or other means of enclosure."*

**Note:**

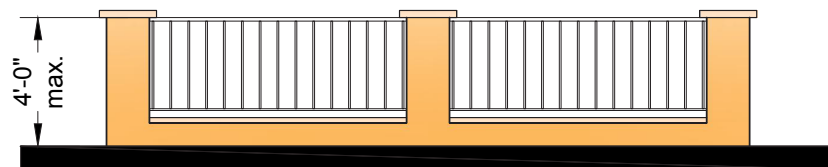
Road above means the Road Reserve and not the paved portion normally within the road reserve. Your front property boundary abuts the road reserve which usually comprises a verge or pavement area.

# DEFINITION OF BOUNDARIES AND FENCING OF SINGLE FAMILY UNIT

## *Type of Boundary Treatment Allowed for Single Family Lot*



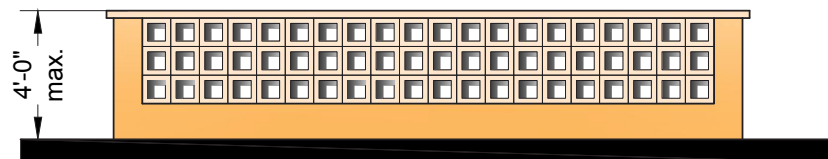
WOOD / PICKET FENCE  
(ON CONCRETE BASE)



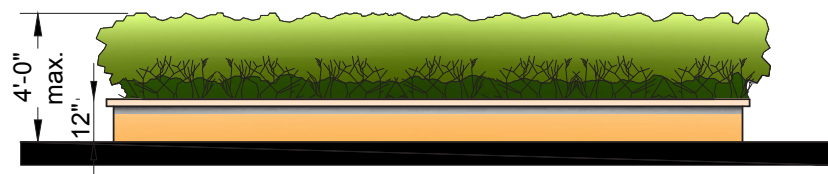
WROUGHT-IRON FENCE  
(SHOWN WITH CONCRETE BASE & COLUMNS)



BLOCK WALL  
(SHOWN WITH CONCRETE CAPPING)



DECORATIVE BLOCK WALL  
(SHOWN WITH CONCRETE CAPPING)



HEDGE  
(SHOWN WITH CONCRETE PLANTER BOX)

*Image 3.0*

## DEFINITION OF BOUNDARIES AND INSTALLATION OF FOUR FEET HIGH PICKET FENCING FOR TOWNHOUSES AND DUPLEXES ONLY

A request to fence requires that you must **first** have the boundaries of your property defined as the fencing of your Unit can only be done AFTER the boundaries are defined.

Should you observe any pickets on the property, you are hereby advised that these pickets do NOT represent boundary definitions.

In light of the foregoing, a **boundary definition form** should be submitted to the **Land Coordinator, Land Assembly Coordination Department**, at the Corporation's Head Office, South Quay, Port of Spain to facilitate the definition of your Lot.

Please note however, that fencing of the captioned property would be allowed in **due course** and provided that the boundaries for said property are defined by the Corporation's Land Surveyors, Land Assembly Coordination Department pursuant to the application for same.

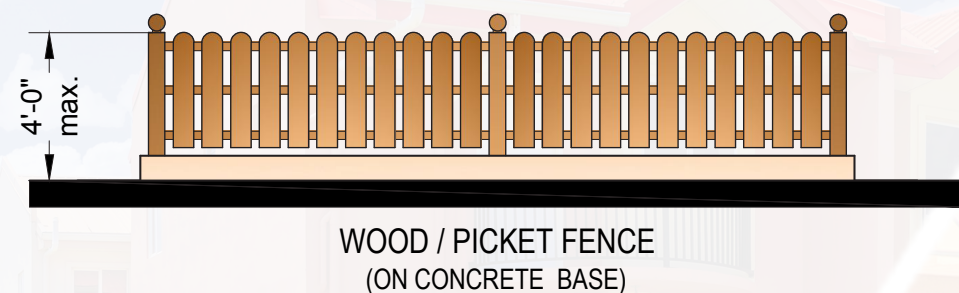
The boundary definition exercise **MUST** be carried out in your presence or in the presence of your appointed agent. The **Land Coordinator** will contact you and advise you further.

Upon compliance with the above the installation of picket fence is approved. The picket fencing must be at maximum **FOUR (4)** feet high.

Please be guided that should you vacate the said premises at any point in the future, the Corporation would treat this fencing as a fixture permanently affixed to said property whereby you would **NOT** be entitled to remove said fencing **OR** be entitled to compensation in lieu to your inability to remove same.

You are also required to ensure that all fence construction comply with requirements under the **Town and Country Planning (General Development) Order**.

### *Type of Boundary Treatment Allowed for Townhouses and Duplexes Only*



*Image 4.0*



# INSTALLATION OF A WATER TANK

Approval is granted for the installation of a six hundred gallon OR an eight hundred gallon OR one thousand gallon water tank.

## (i) Six Hundred Gallon Tank

### Description of Tank Base/ Foundation for 600 Gallon Water Tank

- The Corporation mandates that the platform or foundation used to place a 600 gallon water tank must be Six Feet (6') in both Length and Breadth and Four Inches (4") in Height and that this water tank must be placed at the back of the said property. (*See Image 5.0*)
- Slabs must be large enough to support all edges of the tank, and should be at least 4" (100mm) longer and wider than the tank. Slabs must be allowed to cure for at least five days prior to placing tank on slab.

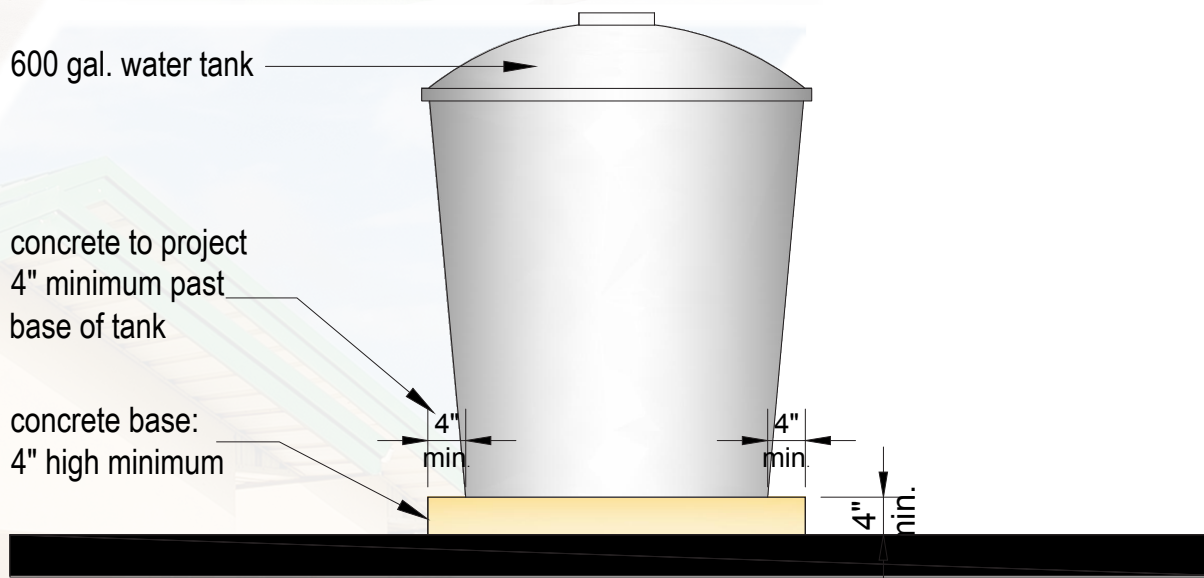


Image 5.0

WATER TANK BASE



## INSTALLATION OF A WATER TANK

### (ii) Eight Hundred Gallon Or One Thousand Gallon Water Tank

#### Description of Tank Base/ Foundation for 800 Gallon and 1000 Gallon Water Tank

- The dimensions of the slab foundation to be used to place a 1000-gallon must be eight feet by eight feet square (8' x 8').
- Before casting the slab, the underlying soil (subgrade) area, twelve feet by twelve feet (12' x 12' square), must be well compacted.
- It is important that after compacting, a waterproof layer/ membrane be placed before casting the slab foundation.
- A nine inch (9") thick concrete slab (concrete strength of 3000 psi) must then be casted-in-place, using half inch diameter (1/2" or #4) steel rebars spaced at six inches (6") apart to create a mesh.
- A thickness of five inches (5") of the slab should be kept below ground level while four inches (4") remains above ground level.
- The reinforcement must have a minimum of three inches (3") concrete cover.

This description is to be read in conjunction with the detail drawing. (*See Image 6.0*)

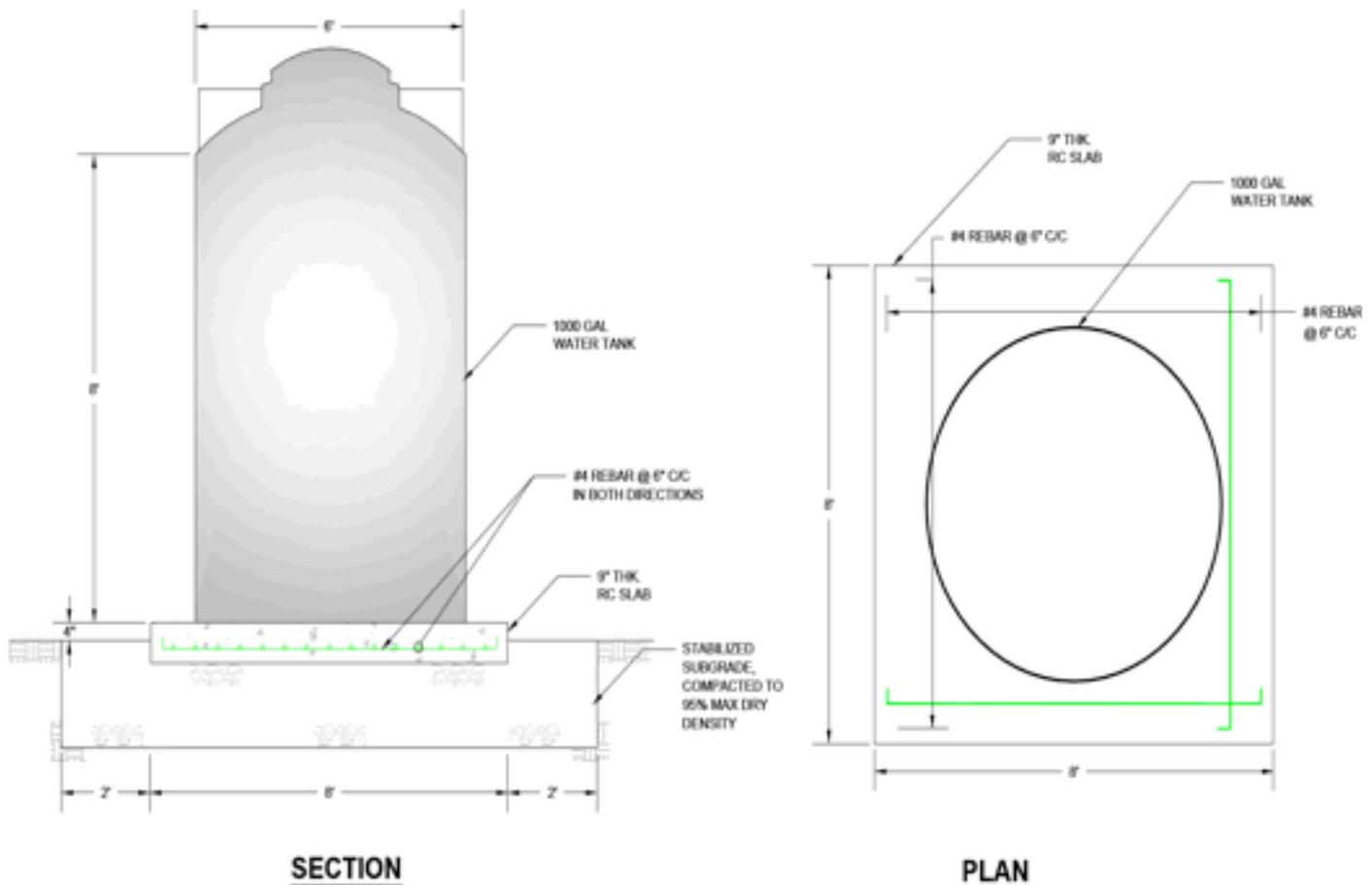


Image 6.0

## PLANTING OF TREES AND DECORATIVE PLANTS

### *(All Units EXCEPT Apartments)*

While the Corporation is not opposed to the planting of trees and/or decorative plants, the Corporation mandates as follows:

- The plants and trees must be contained within the confines of your boundary. These plants must not be of the type or variety to tower over adjacent properties or your boundary lines
- Any tree/plant must be maintained so as to reduce the possibility of the tree/plant or any part thereof including flowers, fruit, falling leaves and roots, causing a nuisance or damage to neighbouring properties
- The plants and trees should **NOT** impede the opportunity for natural surveillance and must avoid the creation of potential hiding places
- The plants and trees must **NOT** be located where they would obscure doors, windows, lights or surveillance systems or become climbing aids into any other the property
- The trees and plants should not obscure sight lines and movement – shrubs should be no higher than 3 feet and trees must have **NO** foliage below 8 feet

Your plants and trees are your property and responsibility. The granting of this consent by the Corporation results in the **indemnification** by you in favour of the Corporation of any and all damages, losses, costs, expenses and liabilities incident to claims, demands, or causes of action brought by or on behalf of any person or entity which claims, demands or initiates an action arising out of or incidental to or as a result of your decision to plant or have upon your property any tree or decorative plant.

Should it come to the Corporation's attention that you have breached the foregoing guidelines **OR** that your lack of maintenance of your plants or trees result in damage loss, injury, annoyance, nuisance or hamper the sight lines or movement of occupants, the Corporation reserves the right to demand the immediate removal of the said trees/plants from the premises.



GRAVEL GARDEN



INTEGRATED STONE LANDSCAPING



MULCH GARDEN BED



LAWN GARDEN



STONE WALL CONTAINMENT



BOUNDARY WALL GARDEN

*Image 7.0*

## PAVING OF THE YARD - *Townhouses, Duplexes and Single Family Units*

Kindly note that the Corporation mandates that you use reinforced concrete to pave and that this paving must be conducted in such a way so as not to impede any of the Corporation's infrastructures or underground utilities.

Furthermore, this paving **MUST NOT** encroach upon the perimeters of neighbouring occupiers' properties within this Development and must be constructed with a requisite drainage system to allow the resulting run-off to be channelled along drains, within the perimeter of your property. You **MUST ENSURE** that all such drains lead to the main drainage channel in your Development.

### *Types of Treatments that can be used for Paving of Yard*



CONCRETE FINISH



GRANO FINISH



GRASS PAVERS-1



GRASS PAVERS-2



INTERLOCKING CONCRETE PAVERS



INTERLOCKING PAVERS



STAMPED CONCRETE PAVEMENT



BRICK PAVEMENT

*Image 8.0*



## CONSTRUCTION OF APRON

The Corporation mandates that the installation of an apron must be conducted in such a way so as **NOT TO** impede or flow into any of the Corporation's or any other adjacent premises' drainage, electrical or sewerage infrastructure.



## PERMISSION TO EXTEND PROPERTY - EXTENSIVE MODIFICATION OF/ ALTERATIONS TO PROPERTY

Extensions to property and construction of new unattached buildings or extensions are **ALL DENIED** save/except in **exceptional** circumstances.

Your Unit was constructed pursuant to plans which have already been approved by Town and Country Planning Division. Any deviation from that Plan amounts to a **breach of Town and Country Planning Regulations**.

In light of the foregoing any request to extend your property or construct unattached buildings is **denied SAVE/EXCEPT** in exceptional circumstances for which you must submit a special request stating the grounds in support of your request and submitting documents in support of same including approval from Town and Country Planning Division.

However, upon **purchase of/full payment** for your unit from the Corporation and on **receipt of your Deed of Sublease**, should you still be contemplating having alterations made to your property, you are required under the terms of your Deed of Sub-Lease to:

- a. Seek the approval of the Corporation to do so. This request **MUST** be accompanied with architectural plans and specifications thereof.
- b. Please note that the **FINAL** approval for alternations after purchase must be in accordance with plans approved by the **Town and Country Planning Division**.

**Take Notice** that should you choose to effect these alteration(s) of the said property, in contravention of these guidelines you would be in **breach** of your Deed of Sub-lease/Agreement/Licence To Occupy with the Corporation which would thereby entitle the Corporation to **terminate** your occupancy.





## MINOR MODIFICATIONS OF PROPERTY

*(Approved with Guidelines)*

### (i) Miscellaneous Modifications

The Corporation **accedes to requests** to:-

- a. Tile interior floors,
- b. install cupboards/closets,
- c. install water pump,
- d. install water heater,
- e. install garbage receptacle
- f. install mail box
- g. paint the INTERIOR ONLY of Unit

Please be guided that all renovation work must be carried out in a professional manner and in accordance with all regulations made by the **Town and Country Planning Act** or any other rule or act in force.

Pursuant to the terms of your agreement, the work should be done in such a manner that you **DO NOT CAUSE** any annoyance and/or nuisance to the Corporation or the occupiers of any adjoining or neighbouring premises.

Furthermore, this granting of consent by the Corporation results in the **indemnification** by you in favour of the Corporation of any and all damages, losses, costs, expenses and liabilities incident to claims, demands or causes of action brought by or on behalf of any person or entity, which claims, demands or causes of action arise out of, are incident to or result from the carrying out of works on the property by you your employees or your independent contractors.

### (ii) Replacement of Doors and Windows

#### a. Single Family, Duplex, Townhouses and Apartments Units

Permission is granted for the replacement of doors and windows. In an effort to maintain the general aesthetic of the development, please note that the replacement doors and windows **MUST** be the same colour, size and similar design as the original door or window. (This does not apply to rental agreements).

#### b. Rental Units

##### 1. Single Family Units (Rental)

Permission is granted for the replacement of doors and windows in SINGLE FAMILY UNITS (under Rental) ONLY. In an effort to maintain the general aesthetic of the development, please note that the replacement doors and windows **MUST** be the same colour, size and similar design as the original door or window.

##### 2. Townhouses and Apartment, Duplex Units (Rental)

Permission is granted for the replacement of doors ONLY in TOWNHOUSES AND APARTMENTS AND IN DUPLEX UNITS (under Rental). In an effort to maintain the general aesthetic of the development, please note that the replacement doors **MUST** be the same colour, size and similar design as the original door or window.

## MINOR MODIFICATIONS OF PROPERTY

*(Approved with Guidelines)*

### (ii) Replacement of Doors and Windows

Please be guided that all renovation work must be carried out in a professional manner and in accordance with all regulations made by the Town and Country Planning Act or any other rule or act in force.

Pursuant to the terms of your agreement, the work should be done in such a manner that you **DO NOT CAUSE** any annoyance and/or nuisance to the Corporation or the occupiers of any adjoining or neighbouring premises.

Furthermore, this granting of consent by the Corporation results in the **indemnification** by you in favour of the Corporation of any and all damages, losses, costs, expenses and liabilities incident to claims, demands or causes of action brought by or on behalf of any person or entity, which claims, demands or causes of action arise out of, are incident to or result from the carrying out of works on the property by you your employees or your independent contractors.

### (iii) Installation of Clothesline - Single Family, Duplex and Townhouse unit

The Hanging of clothes/laundry in the windows, banisters/railings or burglar proof is **STRICTLY PROHIBITED**.

The Corporation consents to the installation of an exterior clothesline which must be erected in compliance with the guidelines hereunder:-

- a. Your exterior clothesline must located at the **back** of your single family, duplex or townhouse unit and must be discretely placed to ensure that your clothes-drying exercise does not affect the aesthetics of the housing development.
- b. The installation of your clothesline must be placed in such a way that it is within the perimeters of your captioned premises and does not encroach upon the perimeters of the boundaries of other occupants' properties within the housing development.



Umbrella Type Rack



Retractable Lines



Standard Pole Clothesline

Image 9.0

### (Iv) Three Feet, Six Inches (3'6") Gate To The Porch Entrance

You are required to provide drawings and specifications of your proposal and photographs of the area where you propose to install same.

## CHANGE OF EXTERIOR HOUSE COLOUR

### (i) Single Units

All exterior colours to this development are pre-planned to provide community harmony and to complement the design of the housing unit.

Any new exterior colour changes should either blend-in with, or otherwise complement the development's colour palette and must be reviewed and approved by the Corporation.

### (ii) Apartments/Townhouses/Duplexes or any part thereof

Approval is NOT granted to change the colour of your Apartment/Townhouse/Duplex Unit.

## INSTALLATION OF AN AWNING/CANOPY FOR TOWNHOUSE AND DUPLEX UNITS

*(This description shall be read with the detail drawings hereunder)*

The installation of canopy for Townhouse and Duplex Units MUST be in accordance with the following guidelines below: - *(See Images 10.0 and 11.0)*

- a. All canopy roof sheeting must match the finish as used on the main roof of the townhouse unit.
- b. Canopy roof frames should be of minimum 1"x1" R.H.S. steel (rectangular hollow section) to form a triangular profile with internal cross-brace.
- c. Canopy roof frames are to be anchored to concrete wall / beam of main house at maximum of 36" intervals, with minimum 3" long concrete screws.
- d. The top of roof canopy frame should be aligned with the first floor beam of the main house.
- e. Roof canopies should not extend beyond 5ft from front wall of entrance façade.
- f. Roof sheeting should be a minimum strength of 26 gauge metal and fastened to roof frame with 2.5" x 6", Z-purlins or as per the roof sheet manufacturer's specifications.
- g. Flashing and counter-flashing should be installed all along the junction of the canopy apex and the main house wall.
- h. Canopy roof eaves must have a minimum height clearance of 7'-6" from the floor finish of external entry (i.e. porch area) to underside of roof gutter.
- i. Roof canopies must be installed with 4" to 6" rectangular or round metal gutter system with downpipes.
- j. Roof canopies must be installed with metal soffits to match that used on the main house roof eaves.



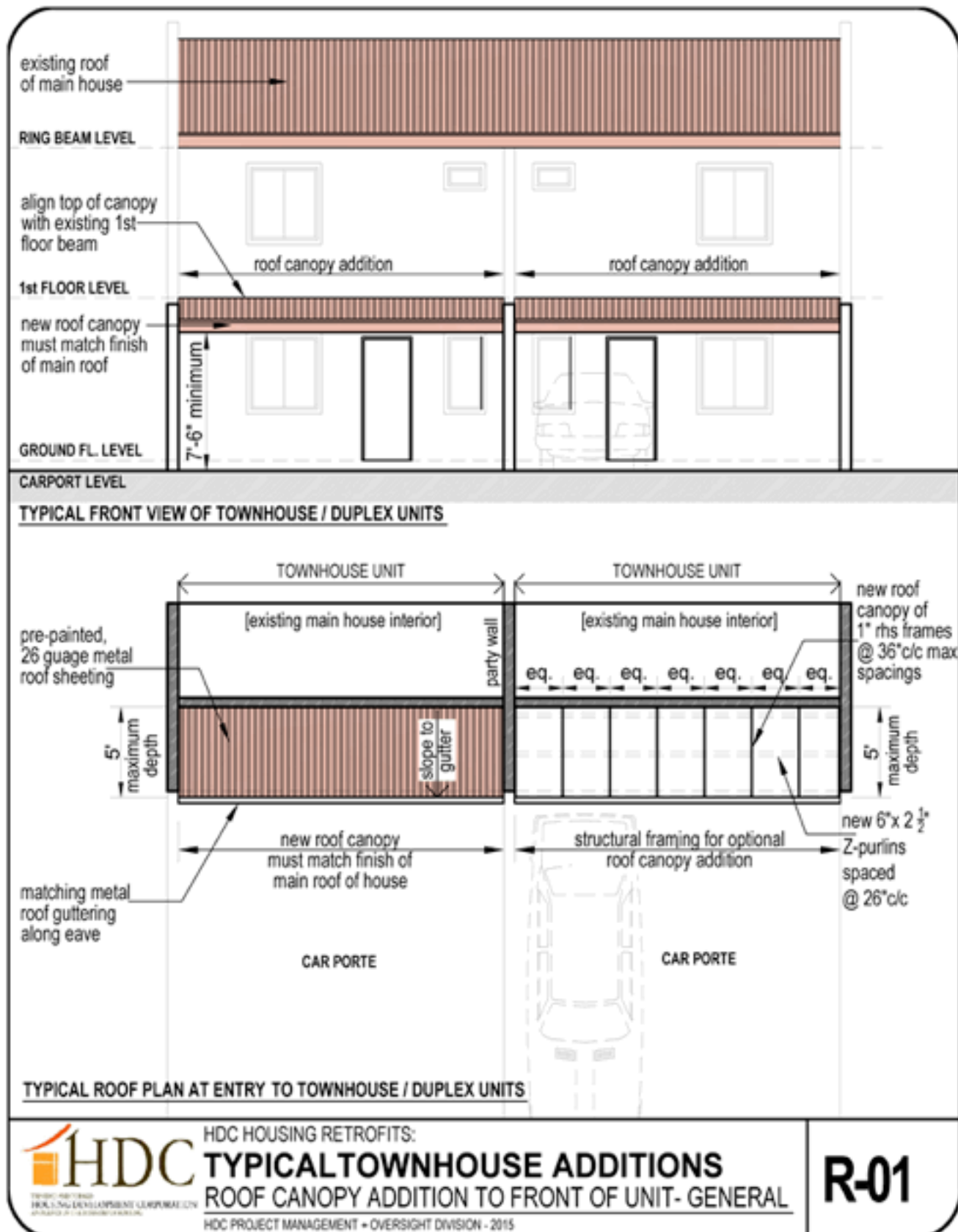


Image 10.0



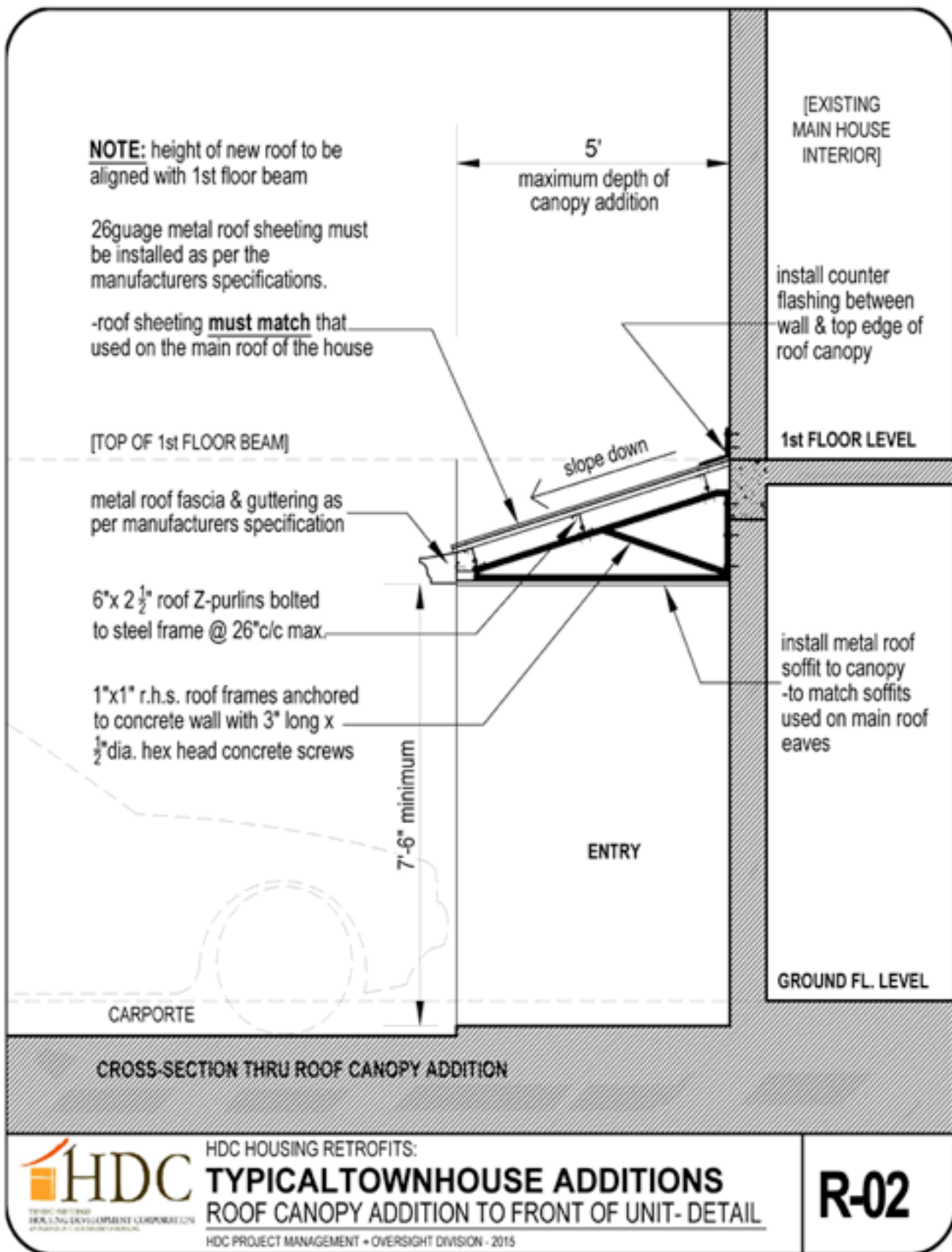


Image 11.0

## SECURITY LIGHTING

Lighting for security purposes/functions\* **ONLY** is approved on condition or **ONLY IF** you comply with the Corporation's guidelines on same.

- Mercury vapour security lights are **NOT** permitted
- Large street flood light type fixtures are **NOT** permitted

Approval is **ONLY** granted to install security light fixtures:

- a. which are **NOT** directed into the neighbour's windows or doorways
- b. for security purposes/functions **ONLY**
- c. must meet the approved technical standards
- d. must be appropriately installed according to standard guidelines of Trinidad and Tobago Electricity Commission (T&TEC)
- e. the cables, wiring, fittings or equipment must not encroach on neighbour's properties or their privacy or in communal or public spaces.

**"Security purposes/functions"** refer to the installation of lighting fixtures to illuminate your driveway, backyards and entrances to your property.

## INSTALLATION OF SECURITY CAMERAS

All cables, electrical lines and wiring used to enable this camera installation must be placed in such a way that it is within the perimeters of your captioned premises and does not encroach upon the perimeters of the boundaries of other occupants' properties within the housing development. The wiring must be neatly and discretely trunked to maintain the aesthetics of the unit and the housing development by ensuring that the vertical piping is trunked / run along the recessed areas.

Approval is **ONLY** granted to install security cameras:

- a. which are **NOT** directed into the neighbour's windows or doorways
- b. for security purposes/functions **ONLY**
- c. must meet the approved technical standards
- d. must be appropriately installed according to standard guidelines above.
- e. the cables, wiring, fittings or equipment must not encroach on neighbour's properties or their privacy or in communal or public spaces.

**"Security purposes/functions"** refer to the installation of security cameras to monitor your driveway, backyards, sideyards and entrances to your property.

## INSTALLATION OF CABLE OR DIRECT TV AND INTERNET SERVICES

Any cable installation box, wiring or satellite device affixed to this property must be placed at the **BACK or SIDE** of the said property and all cables, electrical lines and wiring used to enable such installation ought to be placed within the perimeters of your captioned premises and **MUST** not encroach upon the perimeters or boundaries of other occupants properties within the building. The wiring must be neatly and discretely trunked to maintain the aesthetics of the unit and the housing development by ensuring that the vertical piping is run along the recessed areas.



## PERMISSION FOR YOUR PET- SINGLE FAMILY UNITS ONLY

Upon fencing your property, (Refer to 'C' above) you would be permitted to keep your pet dog or cat on the said property **PROVIDED THAT** the property is fenced with the consent of the Corporation and your pet is kept within the confines of your property at all times.

You are responsible for your pet and are accountable for the actions of your pet therefore you **MUST** keep your animal under your control at all times. Your animal should not be a threat, annoyance or nuisance to the occupiers of the neighbouring premises. It shall be your responsibility to ensure that you clean up adequately after your pet, acquire any licence where necessary and to **comply with all legislation** concerning your pet where any exists.

Should it come to the Corporation's attention that your mismanagement of your pet results in damage loss, injury, annoyance or nuisance to any person or property, the Corporation reserves the right to demand the immediate removal of your pet from the premises.

Furthermore, this granting of consent by the Corporation results in the indemnification by you in favour of the Corporation for any and all damages, losses, costs, expenses and liabilities incident to claims, demands or causes of action brought by or on behalf of any person or entity which claims, demands or initiates any cause of action arising out of, are incidental to or result from your decision to keep your pet on the property.

### **TAKE NOTICE that NO PETS ARE ALLOWED for the following unit types:**

- a. Townhouse Units
- b. Duplex Units
- c. Apartment Units

**Please be guided** that should you choose to keep a pet on the property despite this notice or in contravention of these guidelines you would be in breach of your Deed of Sub-lease/ Tenancy Agreement/ Licence To Occupy Agreement with the Corporation, which would thereby entitle the Corporation to terminate your occupancy.



## **OROPUNE GARDENS, PIARCO HOUSING DEVELOPMENT** **CONSTRUCTION OF LOW WALL WITHIN PORCH AREA**

The Corporation advises that it is against our guidelines for communal living to allow any improvement, alteration or addition to the structure and design of our properties **without the written consent**.

However, please be guided that although you are not allowed to enclose the patio area of this property kindly note that the Corporation shall allow you to construct a low wall in the porch area provided that this wall is no more than two feet (2") high and therefore does not seek to wholly enclose the patio.

## **CORINTH HILLS, SAN FERNANDO HOUSING DEVELOPMENT** **ROOF EXTENSIONS TO ENTRY FAÇADE OF TOWNHOUSES**

The Corporation advises that it is against our guidelines for communal living to allow any improvement, alteration or addition to the structure and design of our properties **without written consent**.

However, in an effort to alleviate the problem of seeping rain water, which is a concern specific to the Corinth Housing Development, the Corporation shall permit an addition along the front ground floor facades of the townhouse unit. You **MUST** comply with the following stipulations:

- i. Ground floor entrance may be covered with a 'lean-to' roof extension (i.e. a flat roof with slope for water run-off) spanning between the affected party walls on both sides of the townhouse unit.
- ii. Roof extension should not extend beyond 7' (seven feet) from the face of wall around doorway.
- iii. The height of the roof extension along the front façade, should be aligned with the existing first floor level.
- iv. Roof extension is to be of metal framing with standing seam metal sheeting to match the sheet profile as well as the colour of the existing main roof of the townhouse unit.
- v. Provide metal fascia to match that of existing main roof of townhouse unit.
- vi. Underside of roof extensions is to be sealed off with metal soffits, similar to that used along the main roof eaves of the townhouse unit.

*(See Images 12.0 and 13.0)*



## Roof Extensions to Entry Façade of Townhouses at Corinth Housing Development

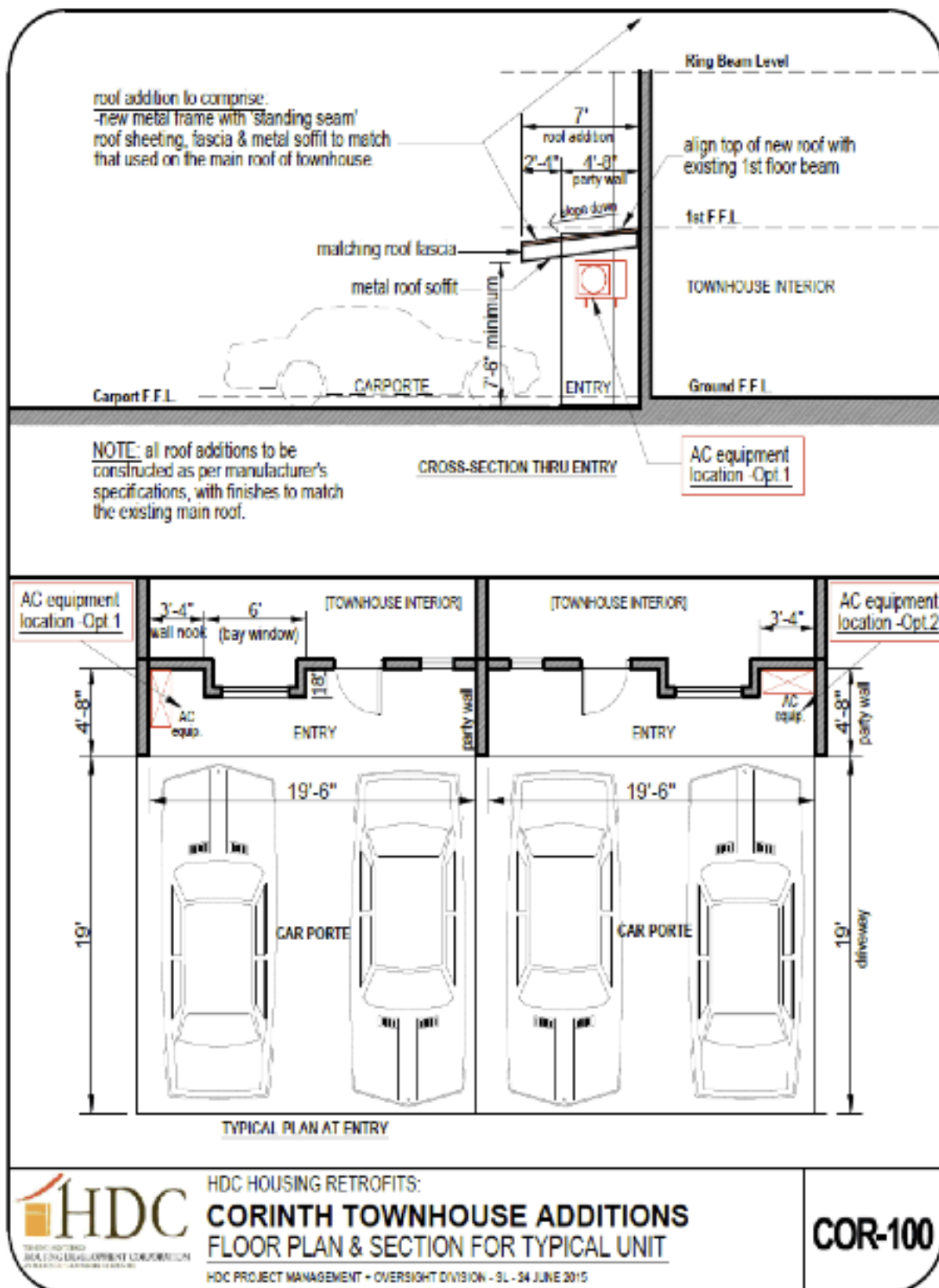


Image 12.0

## Roof Extensions to Entry Façade of Townhouses at Corinth Housing Development

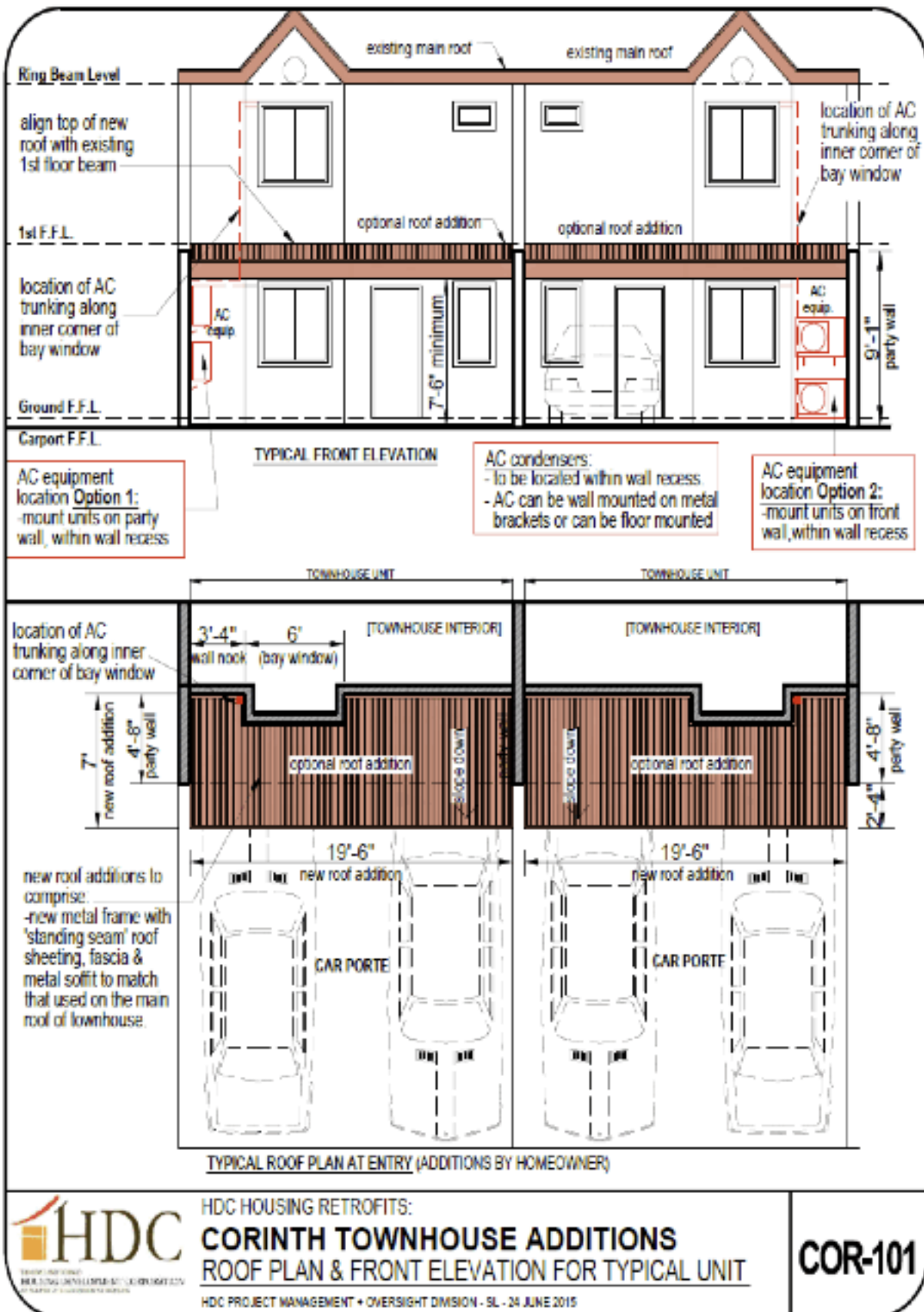


Image 13.0

# GENERAL GUIDELINES FOR ALL RENTAL UNITS

Persons under Rental Agreements with the Corporation are reminded that the Corporation remains their Landlord and that the relationship between parties is that of Landlord and Tenant.

The Corporation **only grants permission** to:-

- a. tile interior floors;
- b. install cupboards/closets;
- c. fence (See guidelines for fencing at "page 7" and "page 9");
- d. install burglar-proof (See guidelines at "page 6");
- e. replace doors with same colour, size and similar design as original (*See guidelines at "page 16"*)

Please note that in the event that you are required to vacate the said premises at any point in the future, the Corporation would treat these as fixtures, permanently affixed to said property whereby **you would NOT be entitled to remove said fixture or be entitled to compensation in lieu of your inability to remove same.**



# FORMS

## FORMS

**Request for Other Alterations (Not in Guidelines) Form**  
**Boundary Definition Request Form**  
**Certificate of Acceptance of Guidelines**

The following forms are also available at the Trinidad and Tobago Housing Development Corporation Head Office - #44-46 South Quay Port of Spain and San Fernando Office - McGillvary Street, San Fernando.



## REQUEST FOR ALTERATIONS

### i. REQUEST FOR OTHER ALTERATIONS (Not in Guidelines)

PLEASE FILL OUT IN **BLOCK** LETTERS.

DATE: \_\_\_\_\_

NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

\_\_\_\_\_

IDENTIFICATION (D.P. / I.D / P.P.): \_\_\_\_\_

*Please tick*

UNIT TYPE:



**SINGLE**



**TOWNHOUSE**



**DUPLEX**



**APARTMENT**

DATE OF (LEASE/LICENCE/AGREEMENT): \_\_\_\_\_

DD / MM / YY

PHONE: \_\_\_\_\_

EMAIL: \_\_\_\_\_

REQUEST(S):

1. \_\_\_\_\_

\_\_\_\_\_

2. \_\_\_\_\_

\_\_\_\_\_

3. \_\_\_\_\_

\_\_\_\_\_

## ii. REQUEST FOR EXEMPTIONS AND WAIVERS

Exemptions and waivers of the “Guidelines for Requests for Alterations of Housing Units” are granted in exceptional circumstances.

An application for an exemption or waiver of any aspect of the Guidelines **MUST** be accompanied by (i) a statement identifying your request,

(ii) the reasons or grounds for your request,

(iii) the documents in support of your request.

*(Please tick)*

☐

Medical reports/certificates

☐

Proposed architectural designs

☐

Photos of unit

☐

Photos of proposed area (to be modified)

☐

Other

**SIGNATURE (S):** .....

.....

---

**FOR OFFICIAL USE ONLY**

**COMMENTS/REMARKS:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**SIGNATURE:** .....

**Legal Department**



## BOUNDARY DEFINITION REQUEST FORM

FORM LA/1

DATE: \_\_\_\_\_

REQUESTED BY: Mr./Miss/Mrs. \_\_\_\_\_

POSTAL ADDRESS: \_\_\_\_\_

DEED OF LEASE: \_\_\_\_\_

PHONE: \_\_\_\_\_

### PURPOSE OF VISIT

Boundary Definition <input type="checkbox"/>	Recommendations of House Plans <input type="checkbox"/>	Copy of Cadastral Plans <input type="checkbox"/>
Receive Owners House Plans <input type="checkbox"/>	Purchase of House Plans <input type="checkbox"/>	Other <input type="checkbox"/>

SITE ADDRESS: \_\_\_\_\_

CONDITION OF SITE:      Lots of Bush ☐      Lot Cleared ☐

Date to be Cleared: \_\_\_\_\_

HDC OFFICER REMARKS: \_\_\_\_\_

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

\_\_\_\_\_  
 LAC MANAGER

\_\_\_\_\_  
 DATE



≈≈≈

## TAKE NOTICE that:

Pursuant to the terms of your Licence, Rental or Rent to Own Agreements, Deeds of Sub Lease the Corporation reserves the right to **re-enter and take possession** of your unit in the event that you breach any of the terms therein. Strict compliance with guidelines is required and any deviation therefrom must be with the **written consent of the Corporation for waivers and exemptions**.

≈≈≈

I (We) certify that I/we have RECEIVED, READ and UNDERSTAND the Guidelines for Alterations herein and hereby undertake to comply with the said guidelines failing which the Corporation reserves the right to proceed with litigation and demand that I/we remedy the breach immediately, terminate my/our Licence to Occupy and/or undertake any legal action to ensure that the said breach is remedied.

NAME: (block letters) \_\_\_\_\_

NAME: (block letters) \_\_\_\_\_

UNIT NUMBER \_\_\_\_\_ UNIT TYPE \_\_\_\_\_

DEVELOPMENT: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

ID: \_\_\_\_\_

DATE: \_\_\_\_\_

TELEPHONE NUMBER: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

ID: \_\_\_\_\_

DATE: \_\_\_\_\_

TELEPHONE NUMBER: \_\_\_\_\_





≈≈≈

## TAKE NOTICE that:

Pursuant to the terms of your Licence, Rental or Rent to Own Agreements, Deeds of Sub Lease the Corporation reserves the right to **re-enter and take possession** of your unit in the event that you breach any of the terms therein. Strict compliance with guidelines is required and any deviation therefrom must be with the **written consent of the Corporation for waivers and exemptions**.

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NAME: (block letters) \_\_\_\_\_

NAME: (block letters) \_\_\_\_\_

UNIT NUMBER \_\_\_\_\_ UNIT TYPE \_\_\_\_\_

DEVELOPMENT: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

ID: \_\_\_\_\_ DATE: \_\_\_\_\_

TELEPHONE NUMBER: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

ID: \_\_\_\_\_ DATE: \_\_\_\_\_

TELEPHONE NUMBER: \_\_\_\_\_







TRINIDAD AND TOBAGO  
HOUSING DEVELOPMENT CORPORATION  
AN AGENCY OF THE MINISTRY OF HOUSING AND URBAN DEVELOPMENT

HDC Head Office - #44-46 South Quay Port of Spain | [www.hdc.gov.tt](http://www.hdc.gov.tt)