



GREENMONT WALK REQUEST FOR WORK APPROVAL APPLICATION

Please e-mail your application directly to: **Greenmont Walk ACC**
acc@greenmontwalk.com

***To submit documents and/or samples that can't be sent via e-mail, please contact us via email.**

If you do not receive acknowledgement of your application within 5 days of submitting it, please contact the board at: goatreasurer@greenmontwalk.com

****While we strive to review and process requests as quickly as possible, please allow 7-10 business days for the review and approval process.**

Homeowner Information:

Name: (Please Type or Print): _____

Address of proposed change: _____

Contact Number: _____ E-Mail: _____

General Description of Proposed Change:

Provide a description of the proposed change, including the purpose or reason for the change, the type and color of materials to be used, location on the property, and any other pertinent information required to evaluate the proposed change (attach additional pages as needed).

Required Exhibits and Documentation:

The supporting documentation listed below must accompany this architectural review application, as applicable for the proposed change. An application submitted without all required submissions will be considered incomplete. In such case, the review period (7-14 business days) will not commence until all required submissions have been provided. In general, an applicant should provide all documents and exhibits required by Fulton County for the proposed improvements.

- A. Paint or Stain Colors – A sample and model number of the color(s) to be used must be provided, both for repainting or re-staining existing structures and for structural additions. This application must be submitted even when existing paint colors on the house or appurtenant structures will remain unchanged. A paint sample should accompany the application.
- B. Finish Materials – A description and/or sample of all finish materials to be used for the exterior surface of proposed improvements must be provided.
- C. Site Plan – A site plan, drawn to scale, showing the location and dimensions of the proposed improvement, including orientation with respect to the property lines, unit, and adjacent dwelling units must be provided for decks, patios, walls, storage sheds, fences, major landscape changes which require approval, and structural additions to the home.
- D. Architectural Drawings and Landscape Plans – Detailed architectural drawings or plans must be provided for decks, storage sheds, any structural additions to the home and major landscape improvements which would change the topography of the lot or landscape plan originally provided by the builder.
- E. Photographs – The inclusion of photographs is appropriate for exterior lighting fixtures, decorative objects and similar cosmetic additions to the unit or lot.
- F. Other Exhibits – Other exhibits may be required in order to permit adequate evaluation of the proposed change. Homeowners are advised to seek guidance from the board prior to the submission of an application.

Estimated Start Date of Construction: _____

Estimated Completion Date of Construction: _____

Notes:

1. Nothing contained herein shall be construed to represent that any alterations to lots or buildings in accordance with these plans shall not violate any of the provisions of the Building and Zoning Codes of Fulton County, to which the above property is subject. Further, nothing contained herein shall be construed as a waiver or modification of any said restrictions.
2. Where required, appropriate building permits shall be obtained from Fulton County and/or the City of Alpharetta prior to the start of any construction. Nothing contained herein shall be construed as a waiver of said requirement.
3. Owner understands and agrees that no work on this request will commence until written approval has been obtained from the property manager.

4. Owner further understands and agrees that any exterior alterations undertaken before written approval is obtained is not permitted and that the Owner may be required to restore the property to its former condition at Owner's expense if such alterations are made and subsequently disapproved in whole or part. Further, owner understands that any legal expense associated therewith may be the responsibility of Owner.
5. Owner agrees to give the board express permission to enter on the Owner's property at a reasonable time to inspect the proposed project, the project in progress and the completed project.
6. Owner understands that any approval is contingent upon the completion of alterations in a workmanlike manner and in accordance with the approved plan and specifications for said alterations.
7. Owner acknowledges that she/he is familiar with the architectural review requirements and procedures for Greenmont Walk.
8. Owner understands that the authority to perform an alteration granted by this application will automatically expire if the work is not commenced within six (6) months following approval, and completed within twelve (12) months following commencement of work for the exterior of a dwelling on a Lot, or within six (6) months alterations or modifications to existing structures or improvements unless another time frame is specifically authorized in writing by the board.
9. Owner agrees to store construction materials only on her/his own property, rather than on common areas, easements or parking areas, to bear the cost of repairing any damage caused to such areas, and to remove all unused materials from public view within 7 days following the completion of work.

Owner's Signature: _____ Date: _____

AWARENESS SIGNATURES: Acknowledgement of two property owners who are most affected if they are adjacent and/or have a view of the change. Your signature indicates an awareness of the applicant's intent and does not constitute or indicate approval or disapproval.

Name: _____ Name: _____

Address: _____ Address: _____

Signature: _____ Signature: _____

Property Manager Use Only

Date Received: _____

Review Decision: _____

Date Homeowner Notified: _____