

GROVE PARK NEIGHBORS HOMEOWNERS' ASSOCIATION
ARCHITECTURAL CONTROL PROCESS & CHANGE APPLICATION
Revision 2 – Updated January 5, 2022

- (1) In accordance with Article 7, Section 2 of the Declaration of Covenants, Conditions and Restrictions for Grove Park and Grove Park Neighbors Homeowners' Association, no building of any kind shall be erected, placed or altered on any Tract until the construction plans and specifications and plans showing the location of the structure have been approved by the Architectural Control Committee (the "ACC") as described in Paragraph 19, as to quality of workmanship and materials, harmony of external design with existing structures and as to location with respect to topography and finished graded elevation.
- (2) All future changes to any lot or improvements thereon shall likewise be subject to prior written approval of the ACC.
- (3) After approval by the ACC, all structures must conform to plans and specifications as submitted to the ACC. Any change must have the prior written approval of the ACC.
- (4) All materials and finishes to be used in construction of any house or other structure in the subdivision shall be subject to the prior written approval of the ACC.
- (5) The approval or disapproval of the ACC shall be in writing. In the event the ACC fails to approve or disapprove plans and specifications within thirty (30) days after such plans and specifications shall have been submitted to it, then the approval of the ACC shall be deemed to have been given and in compliance with the related covenants shall be deemed to have been made.
- (6) **Builders and homeowners should refer to Article 7 for design guidelines detail.** (Land Use and Building Type, Dwelling (Minimum house sizes; elevation, landscaping, fencing), Building location, Buffers, Tract Area, Easements, Sidewalks, Nuisances, Temporary Structures, Signs, Oil and Mining Operations, Livestock and Poultry, Antennae, etc., Clotheslines, Garbage Cans, etc., Heating Fuel Contains, etc., Recreational Equipment, Recreational Vehicles and Trailers, Garbage and Refuge Disposal, Sewerage Disposal, Construction Materials, Screening).

STEP 1: CONTACT DATA:

NAME	ADDRESS	PHONE #	DATE SUBMITTED:

STEP 2: DESCRIPTION OF WORK TO BE PERFORMED:

Note: (1) for major landscaping, inclusive of tree removal or significant pruning, please a copy of the lot plat, indicating the proposed affected areas, must be included in the submission for approval.

STEP 2: DESCRIPTION OF WORK TO BE PERFORMED: (CONTINUED)

Note: (2) for decks, patios, pools, hot tubs, outbuildings, siding, rooftop solar panels or roofing changes and additions, the following is required:

- a) a copy of the lot plat, indicating affected areas
- b) a description of materials and colors to be used in the project
- c) a copy of the architectural drawings
- d) **for color changes, mark the affected areas with an asterisk (*) below. If re-painting the same color, ACC approval is not required.**
- e) for solar panels include the materials to be used & height from the roof along with preferred location

Siding	Shutters	Front Door	Garage Door(s)	Porch	Shingles	Fascia & soffits	Deck	Other

Note: (3) **Exterior of all homes shall have 3 paint colors and two textures.** Colors should be commensurate with those of craftsman style homes. Some suggested colors are attached but you may submit any colors of your choice.

Actual color names and samples should be included in the description area below.

Note: (4) **Fencing clarification:** The following clarification has been added by the ACC. Examples of approved fencing for **pond lots** can be found at 6 Grove Park Circle and 84 Lake Haven Drive. In addition, a 6 foot privacy fence is allowed on the “BACK LINE ONLY” of all homes directly bordered by Douthit Ferry Road, those located from 45-71 Lake Haven Drive, & #9 Ferry Views that back the new development. For 6’ fence example see 83 Lake Haven Drive. Non- stationary fencing is not approved.

Description: Provide a detailed description of the alteration, modification, addition or other work to be performed. In-depth descriptions will facilitate the efficient and timely processing of your request.

STEP 3: SUBMIT REQUEST:

Mail your request to: Grove Park HOA 26 Grove Park Circle Cartersville, GA 30120. You can also scan and email this form to gpnhoa@gmail.com

STEP 4: HOA BOARD ACTION (to be completed within 30 days of receipt of the request)

DATE RECEIVED: _____ **DATE RETURNED TO SUBMITTER:** _____

	APPROVED (Signature)	UNAPPROVED (Signature)	MORE INFO REQUESTED (Yes/No) If yes, complete section below	DATE :
HOA BOARD MEMBER				
HOA BOARD MEMBER				
HOA PRESIDENT				

REQUEST FOR ADDITIONAL INFORMATION:
