

SUNSET PARK HOMEOWNERS ASSOCIATION ARCHITECTURAL REVIEW APPLICATION

FILL OUT COMPLETELY. Please submit this application, diagrams or drawings, and plat plans to the Property Manager at the above address.

NO REQUEST WILL BE CONSIDERED UNLESS COMPLETE. The architectural review committee will review this application and approve or disapprove within the timeframe allowed by the association governing documents.

NOTICE: Please carefully review the Association's governing documents before submitting this application. All requests must be in compliance with the requirements set forth in the governing documents.

PROPERTY ADDRESS: _____

HOMEOWNER NAME(S): _____

EMAIL ADDRESS: _____

PHONE NUMBER: _____

EVALUATION: (Sketch design and description if necessary; manufacturers literature is welcome)

1. Indicate an anticipated start and completion date; changes/additions must be completed within 30 days of project start date
2. Include front and side view elevations with dimensions
3. Include location and depth of any required cuts or fills in the soil
4. Show the location of any existing utilities or drainages courses (if applicable or in close proximity)
5. Utilities must be marked by contractors before any digging is permitted
6. Secure building permit(s) required (if applicable)
7. Association is not responsible for fence removal/deconstruction by officials/entities exercising access rights to easements
8. All fences must be constructed so that the finished side faces the outside perimeter

NATURE OF IMPROVEMENT:

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CONTRACTOR NAME AND PHONE NUMBER (if applicable):

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MATERIALS, DIMENSIONS, COLORS, ETC. (if applicable).

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LOCATION OF ADDITION/CHANGE: Attach a plat plan of your lot showing the location of home and proposed addition and change.

ESTIMATED START DATE: _____

ESTIMATED COMPLETION DATE: _____

DISCLAIMERS:

1. Approval of any addition/alteration/change/structure by the committee is in no way a certification that the structure has been constructed in accordance with government rules or codes.
2. The individual homeowner(s) will be held responsible for repairing any damages to Association property in the event that damages occur.
3. Large vehicles exiting the community must use one of the side exits (not the main exit on Sunset Park Drive).

Signature of Applicant

Date

Signature of Neighbor on Right Side of Home

Date

Signature of Neighbor on Left Side of Home

Date

Signature of Neighbor Behind Home

Date

*****Please return the completed application via one of the following methods*****

1. Email the application to SunsetParkHOA5@gmail.com.
2. Fax the application to 615-297-9340.
3. Mail the application to the following address:

Sunset Park Homeowners Association
c/o David Floyd & Associates, Inc.
104 East Park Drive, Suite 320
Brentwood, TN 37027

For Office Use Only

**Approved/Denied
By Architectural Review Committee**

Date

Additional Remarks:

Date Received: _____

Response Deadline: _____