

**GROVE PARK NEIGHBORS HOMEOWNERS' ASSOCIATION  
ARCHITECTURAL CONTROL PROCESS & CHANGE APPLICATION  
MARCH 3, 2008  
Revision 1 - Updated January 7, 2013**

(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 Containers, etc., Recreational Equipment, Recreational Vehicles and Trailers, Garbage and Refuse Disposal, Sewerage Disposal, Constructions Materials, Screening).

**STEP 1: CONTACT DATA:**

NAME	ADDRESS	PHONE #	LOT #	DATE SUBMITTED:

If you do not your lot number, contact one of the HOA Board members.

**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 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](mailto: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 ADDTION INFORMATION:**

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