

Kennesaw Farms

Offline Architectural Request Form

Property Owner: _____ Date: _____
Property Address: _____ Lot # _____
City, State, Zip: _____ Email Address: _____
Cell/Other Phone: _____ Home Phone: _____

Improvement: (Complete Description)

Licensed Contractor will be used: Yes No
Building permit required: Yes No If so, have you obtained: Yes No
Dimensions: _____ (if applicable) Contractor Name: _____
Color: _____ (if applicable) Contractor Phone: _____
Location: _____ (on home/property) Cost of Project: _____

Construction Materials:

Paint/Stain Selection (if applicable): _____

Please list the paint/stain color, manufacturer name, etc.

All Submissions should be accompanied by the following:

- Architectural drawing or pictures or both is most helpful
- Property survey/plat showing improvement(s), if there is a fence or planting near or crossing property lines
- Description and samples of materials
- Evidence of government approval (permits for city and county, etc.) where applicable

NOTE: REMEMBER TO ALLOW THIRTY (30) DAYS AFTER SUBMISSION TO THE ARC

PLEASE RETURN INFORMATION TO ONE OF THE FOLLOWING:

Submit via the Homeowner Request on the website and attach this form **OR**

Ghertner & Company Attn: ARC Request
50 Vantage Way, Suite 100
Nashville, TN 37228
Fax: 615-259-4540
Email: hsr@ghertner.com

Property Owner: _____

Property Address: _____

Closing Date (if applicable) – Related to new construction of home that has not close yet _____

Expected Start Date: _____ Expected Finish Date: _____

Please make the appropriate selections below:

Aware of Courtyard, Villa, and Townhome owners additional irrigation or roof conditions? *

- Yes
- Not Applicable-home in Kingman or Glengary

Have you verified your Property Lines? *

- Yes
- No
- NA

Have you notified the underground utility notification center (811)? *

- Yes
- No
- NA

General Conditions Acknowledgement - ALL boxes MUST be checked *

- No work shall begin without formal approval
- Any variation must be resubmitted for approval
- HOA doesn't supersede law, Permit isn't HOA approved
- HOA assumes no responsibility of structural design
- Contingent on skilled completion/within standards
- If approved, must be completed within six months
- Applicable permits must be obtained before start
- Work during the day as city ordinances dictate
- Owner responsible for damage - common/neighbor lot
- Permission needed to access common/neighbor lot
- Materials may not block obstruct roads, other lots
- Agree to Hold Harmless Statement above
- Owner responsible for install in utility easements

