

GREENWOOD ARCHITECTURAL CONTROL COMMITTEE FOR EXISTING STRUCTURES
(Return form to GVCA Office, 830 Village Club Drive, Sagamore Hills, OH 44067)

REQUEST FOR ACCES APPROVAL
of changes to Lots or Buildings

Name: _____ Signature: _____ Date: ___/___/___

Address: _____

Telephone: (Day) _____ (Evening) _____

Brief description of project or change: _____

Note: If no schedule provided, work must commence within 3 months of approval and must be completed six months later.

For submittal requirements see General Requirements on reverse side and the Requirements Matrix and Definitions, Part D of Section I of the ACCES Architectural Review Procedures and Rules.

Please indicate specific information attached:

- Enclosed please find attachments for projects not listed in the Requirements Matrix.
- Enclosed please find attachments for projects which are listed in the Requirements Matrix.
- For Retractable Awnings: Enclosed please find data and documentation required by Attachment 10 of ACCES Procedures and Rules including the Checklist and Awning Agreement.

Approvals:

Condominium Association: _____

Condo Approval: _____ (Signature) _____ (Title) _____ (Phone) - _____ (Date)

Or, if Single Family Home: _____ **Do you approve?**

Left Neighbor Reviewed: _____ (Signature) _____ (Date) **Yes** _____ **No** _____
Address: _____ (Please initial)

Right Neighbor Reviewed: _____ (Signature) _____ (Date) **Yes** _____ **No** _____
Address: _____ (Please initial)

Third* Neighbor Reviewed: _____ (Signature) _____ (Date) **Yes** _____ **No** _____
Address: _____ (Please initial)

*Your left and right neighbor's signatures are required on this form to indicate that they reviewed your request.
*Signature of third neighbor is required if change is visible from their lot (generally front or back neighbor).
(Your neighbor's approvals are not required for ACCES approval, but are strongly encouraged.)*

This section is for ACCES use only. Date Request for Approval Received: _____

Action taken: _____

Date: ___/___/___ Classification: _____

Signature: _____ Title: _____