



ARCHITECTURAL REVIEW REQUEST Project Description

Date Submitted to Architectural Review Committee (ARC): _____

Name of Homeowner: _____

Phone Number: _____ Email Address: _____

Address: _____

This request is for: _____

Description of Proposed Project: (Please include colors, style, location, dimensions, materials, etc. and attach photos, drawings, or plans for project)

Who will be completing this project?) Contractor () Homeowner/DIY

Estimated Start Date: _____ Estimated Completion Date: _____

FOR ARC USE ONLY Date Received _____ Date Reviewed _____

Action: () Approved () Approved with Conditions () Denied

Comments/Conditions: (Attach additional sheets as necessary)



ARCHITECTURAL REVIEW REQUEST HOA Requirements and Expectations

Please note that

- HOA Board approval may take up to 30 days from receipt of a complete request. Incomplete submissions may take longer. The ARC is not able to accommodate rush requests.
- The ARC may request more information to clarify this architectural review request.
- Detailed plans or drawings which include front, top, and side views may be required for permits by the Town of Woodfin or Buncombe County.
- ARC approval does not in any way guarantee approvals by the Town of Woodfin and Buncombe County.
- No work on this project may commence until the HOA has given written approval.

Homeowner Acknowledgements

I understand that:

- The Request Form must be signed and include the necessary documents, photos, drawing, and information necessary to present a complete description of the project.
- This project will not detrimentally affect the proper drainage of any common area or surrounding lots. I am responsible at my expense for correcting any drainage problems to such areas that may occur as a result of this project.
- The obligation to determine whether the requested project complies with any applicable law, rule, regulation, code, or ordinance is strictly my responsibility and not the ARC's or the HOA's. Applications for all required building permits are my responsibility.
- The ARC and the HOA assume no liability and make no representations regarding the adequacy or quality of any submitted plans or whether such plans comply with the requirements of the Town of Woodfin, Buncombe County, or the State of North Carolina. The HOA, ARC, and any members shall not be liable in damages or otherwise because of the approval of any project.

I certify that the information submitted is an accurate representation of the proposed project that the work will conform to applicable codes and the Greenwood Fields Covenants, Conditions, and Restrictions. I understand that no work on the project may begin until approval has been received from the Greenwood Fields HOA Board of Directors.

Homeowner Signature

Date

Submit forms and any attachments by email to greenwoodfieldshoa@gmail.com

All ARC communication should be directed to greenwoodfieldshoa@gmail.com



HOMEOWNER'S CHECKLIST

Does my Review Application include relevant details for the ARC review?

- Contact information
- Colors
- Style
- Location
- Dimensions
- Materials
- Photos
- Drawings
- Plans
- Who will be responsible for the project
- Estimated start and completion dates
- Signed Acknowledgement