

Hampton Park

Architectural Improvement Application (AIA) Instructions

The goal of the Architectural Review Committee (ARC) is to preserve and protect the property values of every homeowner. The committee consists of volunteer homeowners from your community. They would like to thank you for complying with the Hampton Park Community Architectural Rules and Regulations of your Association. ***Please contact your Association Manager, either via email FSO@associatennessee.com or by phone (615-775-9050) should you have any questions about the application.***

These Instructions have been included to assist you in completing the attached application. The ARC meets on an as needed basis, so it is very important that they have all the required information with the regard to your project, when they meet. Incomplete applications may result in disapproval and a need for you to re-file your application with the necessary information. This could further delay the approval of your application.

All COMPLETED applications should be submitted through Townsq.

Hampton Park

Architectural Improvement Application (AIA) Instruction

Property Address: _____

Property Owner(s): _____

Daytime Phone: _____ Email: _____

THE ARC HAS UP TO 30 DAYS TO APPROVE OR DENY YOUR REQUEST. PROVIDE SUFFICIENT TIME FOR APPROVAL BEFORE SCHEDULING YOUR PROJECT.

Proposed Improvement: (Please describe in detail, using multiple sheets if necessary)

[illegible]

A plat/drawing or actual rendering (sample template attached) detailing proposed improvements should be included and will help facilitate the review process. All color brands and color names (to include color code if applicable) must be provided. All proposed improvements must meet existing Metro and County Codes. An approved variance is required for any improvements that does not meet these restrictions. Please feel free to include any other supporting documents (drawings, pictures, proposals etc.) that you feel might aid the Architectural Review Committee (ARC) in evaluating your application. Incomplete applications will be returned.

Important Reminders-Read Carefully:

1. Your project must be completed within 6 months of approval, at which time it will be inspected for compliance. Larger projects (i.e. additions, new constructions) may take longer and should be discussed with the ARC.
2. The homeowner is solely responsible for any damage caused to any curb, sidewalk, or other infrastructure, or common areas, or other residence property. Damaged will be determined by the Architectural Review Committee. Damage to curbs, sidewalks, or other infrastructure must be completely repaired to the satisfaction of the ARC.
3. Ingress and egress to the rear of the homeowners property is the sole responsibility of the homeowner. If ingress and egress to the rear of the property involves a neighboring property, the homeowner submitting the request bears the responsibility to gain permission from the adjoining property owner. The association, the Board of Directors and the Architectural Review Committee will not negotiate on behalf of the homeowner.
4. Homeowners are strictly prohibited from granting contractors permission to gain access to their property via a common area property, unless the Board of Directors and the Architectural Review Committee have granted permission in writing. Any damage caused to common areas by contractor is the responsibility of the homeowner.
5. All dirt, rock, excess concrete/cement and other excavated material must be removed from Hampton Park.
6. Approval of any structure by the Architectural Review Committee is in no way a certification that the structure has been built in accordance with any governmental regulation(s) or that the structure complies with the sound building practice or design.
7. All liability for the project remains with the homeowner/builder who submitted the application.
8. Some projects will require an on-site survey by a member(s) of the Architectural Review Committee. On-site surveys will be arranged with the homeowner. Property owners should require the contractor to provide a Certificate of Insurance.

Homeowner acknowledges that they have read all of the information provided on this form and agrees to fully comply with the requirements.

_____ **Homeowners Signature(s)** **Date:** _____

1-CENTIMETER GRID PAPER

