

PINE GROVE NEIGHBORHOODS, INC.

Home Owners Association

PO Box 1682; Cartersville, GA 30120

Email: pinegrovehoa.org@gmail.com

Website: www.pinegrovehoa.org



ARCHITECTURAL PROJECT REVIEW & APPROVAL FORM

This form was created to offer member homeowners an easily accessible method to communicate and request architectural approval for external repairs, renovations or building additions to their property. Additionally, it will provide a record of approvals for future homeowners and Board members. Having this process and paper trail will help to ensure projects adhere to the neighborhood covenants.

- Applicant is to read the HOA covenants for clarity. They are found in the Documents section of our website.
- Project examples requiring approval include (but are not limited to) fences, roofs, and building additions.

SECTION I

Date of Application _____

Homeowner(s) Name _____ Phone # _____

Street Address _____ Email _____

Description of proposed additions/changes: (attach additional page if required):

Please check the appropriate box.

<input type="checkbox"/>	This project is a repair using the exact same building materials, colors, style, etc. (skip to Section III)
<input type="checkbox"/>	This project is a renovation/remodel of the existing structure (complete Section II & III)
<input type="checkbox"/>	This project is a new addition to the dwelling or property (complete Section II & III)

SECTION II

Does your project require a building/zoning permit? _____ Yes _____ No

Note: Permits are administered by the City of Cartersville Planning Dept. It is the responsibility of the homeowner to ensure that the project meets all applicable local building codes and permits. Please contact City of Cartersville Planning Dept. if you are unsure about codes or permits.

Please attach a complete sketch that includes (but not limited to) this check list:

- Plot map with location/dimensions on lot or house of desired additions/modifications (*only applies to Fencing or home additions*)*
- A hand drawn or computer-generated illustration or a sales brochure of materials being used to include color, type, size, etc.
- Colors should match other houses in the neighborhood
- Any additional information that will assist in the approval process.

SECTION III

Anticipated Project Schedule:

Start Date _____ Completion Date _____

Your application will be reviewed by Architectural Control for considered approval and/or recommendations. Please allow 10 days for this review. The HOA Executive Board meets bimonthly. However, we will arrange to meet within this time frame for new applications.

Please submit this application to: pinegrovehoa.org@gmail.com

I understand that any changes to an approved project, must also be approved.

Application respectfully submitted by: _____

Signature and Date - Email submissions will be considered an electronic signature

_____ Approved by Architectural Control: _____ (sign/date)

_____ Additional information required (see notes from HOA Board): _____ (sign/date)

**Residents can obtain a map of their Plat with the property dimensions from the Bartow County Tax Assessment Office. There is no fee for the copy. The dimensions should be then used to make a drawing of their property WITH those dimensions shown. City of Cartersville County Planning Dept. also requires any existing structures on their property (e.g. Home, Shed, Pool) be illustrated with dimensions and the distance to the property lines. The proposed project needs be shown on the drawing with the setback distances shown as well. The drawing needs to be on 8.5" X 11" plain paper. Residents are encouraged to call the City of Cartersville Planning Dept. with any questions regarding this information.*