

# Sherwood Forest Homeowners Association, Inc.

## Architectural Committee

### Application for Construction and/or Modification

Date \_\_\_\_\_ Lot # \_\_\_\_\_ Owners Name \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_

Type of Construction or Modification Being Requested (Please check applicable items)

\_\_\_\_ Construction - New Home \_\_\_\_\_ House Plans \_\_\_\_\_ Site Plans

\_\_\_\_ Forsyth County Inspection and Health Department have been contacted and plans approved.

Modification - Exterior

\_\_ House Painting \_\_ Color Change \_\_ Room Addition \_\_ Deck or porch

\_\_ Fence \_\_ Swimming Pool \_\_ Tree Removal \_\_ Utility Building

Other- Please explain \_\_\_\_\_

Permission is hereby granted for members of the Sherwood Forest Homeowners Architectural Committee and their representatives to enter the property to make reasonable observations and inspections of the site, construction, and/or modifications before, during, and after completion of the project. Applications may be discussed with my neighbors who will be directly impacted by the proposed and/or modifications.

Property owner's signature \_\_\_\_\_

Application received \_\_\_\_\_ Reviewed \_\_\_\_\_

Review Completed \_\_\_\_\_

Application in Compliance \_\_\_\_\_ Application in Noncompliance \_\_\_\_\_

## Instructions for Request for Construction and/or Modifications

The Sherwood Forest Homeowners Association, Inc. utilizes a *COMPLETE PACKAGE* application procedure. The application is considered complete when all required documentation has been received.

If your application is incomplete, it will be returned UNPROCESSED

1. For new home construction -- submit two (2) copies of the following with your request:
  - a. Building and construction plans--floor plans
  - b. Site plan showing exact location to your property line
  - c. Material to be used
  - d. Exterior finishes including paint color samples
2. Modification -- submit two (2) copies of the following (or brief description of the proposed modification) with your request
  - a. Construction plans -- floor plans
  - b. Site plan showing exact location of your property line and present construction
  - c. Material to be used
  - d. Exterior elevation
  - e. Paint color samples, if color is to be changed
3. Obtain all necessary permits in line with building codes of Forsyth County including the Health Department
4. Please print legibly
5. Complete the entire application and sign
6. Submit application for construction and/or modification a minimum of 15 days prior to planned construction date. (Note: If mailing this application, a MEMBER OF THE ARCHITECTURAL COMMITTEE should be notified that an application has been mailed for review).
  - a. All applications will be reviewed by the Architectural Committee
  - b. If necessary, applications will be reviewed by the Board of Directors at their next meeting
7. Any and all changes to the original APPROVED construction and/or modification must be submitted to and approved by the Architectural Committee **BEFORE** such modifications are made
8. If construction and/or modifications are started PRIOR TO APPROVAL, a "**STOP WORK**" will be issued until such a time as corrective action is taken or agreement reached as to the request for approval.
  - a. Any cost for legal action will be charged to the owner of the property involved
  - b. Non-Payment for legal charges will become a lien on the property involved
9. Any appeal on decisions of the **Architectural Committee** will be brought before The Board of Directors.  
**Their decision will be final**

Submit all applications and documents to:  
2330 Maid Marion Ct  
They may be mailed or simply left in the mailbox