

WINDSONG PARK HOMEOWNERS ASSOCIATION, INC.
ACC PROJECT APPLICATION

In accordance with the Declarations of Covenants, Conditions and Restrictions, Articles V, VI, VII, and VIII; the By Laws; Rules & Regulations; and Gwinnett County Ordinance and Regulations, to insure compliance with design standards all residents shall apply for approval for improvements, additions, or changes to the lot or residence prior to any work being started.

A complete application submitted to the ACC Committee shall be reviewed and a decision rendered within thirty (30) days. Most actions will take less time unless the project is very complex and requires questions or an on-site visit of the project.

(** THE ACC PROJECT APPROVAL REQUEST FORM IS A FILLABLE PDF FORM IF DESIRED **)

Completed applications can be: Dropped Off at the Pool/Tennis Court HOA mailbox,

Mailed to: 2700 Braselton Hwy. Ste 10-337, Dacula, GA 30019 Or scanned and

Emailed to: Windsongparkhoa@yahoo.com

The resident is responsible for compliance with Gwinnett County Ordinance and Regulations concerning permit requirements. Failure to obtain proper permits or release from the county for a permit could require the removal of the project and a possible fine.

Although not inclusive, applications may be disapproved for the following reasons:

- a. Failure to provide a drawing of the project, materials, and color samples, when appropriate
- b. Failure to provide a detailed description of the project
- c. Failure of the owner or resident to allow members of the ACC access to the property for review of the project.

NOTE: PROJECTS STARTED THAT REQUIRE PRIOR ACC APPROVAL, YET NO APPLICATION WAS SUBMITTED, WILL RESULT IN A MINIMUM FINE OF \$100.00, A MAXIMUM OF \$500, AND/OR THE REMOVAL OF WORK DONE. PROJECTS THAT WOULD ALTER THE ORIGINAL HOME DESIGN REQUIRE A PROFESSIONAL ARCHITECT DRAWING WITH MEASUREMENTS AND FINAL APPEARANCE DRAWING OF THE COMPLETED HOME DESIGN.

NOTE: THIS PROJECT APPLICATION EXPIRES 90 DAYS FROM THE DATE RESIDENT NOTIFIED

WINDSONG PARK HOMEOWNERS ASSOCIATION, INC
Architectural Control Committee (ACC) Application – Revised: 11-17-20
PROJECT APPROVAL REQUEST FORM

APPLICATION DATE: _____ EST. START DATE: _____ EST. COMPLETE DATE: _____

HOMEOWNER'S NAME: _____

PROPERTY ADDRESS: _____

PHONE: _____

EMAIL: _____

APPLICATION FOR: Please check one of the choices below:

LANDSCAPE CHANGES / TREE REMOVAL - Include a drawing showing all changes with location specified as well as plants (size/species) to be utilized or reason for tree removal.

SHED / OUTBUILDING - Include a site diagram of the lot reflecting the intended placement of the shed. Also include size, exterior siding materials/color and roofing materials/color. (Barn or Gable roof design only)

EXTERIOR ADDITIONS/ALTERATIONS/ROOFING - Include construction plans/drawings. For Roofing projects include a sample of shingles, or state "same color"

HOUSE PAINTING - If repainting to original/existing colors simply indicate "painting back to original". If changing colors please specify the intended colors by providing manufacture paint codes, and indicating which color(s) will be utilized for body, accent and door. Trim must be white. Scanned color paint chips/swatches are also helpful.

FENCE REPLACEMENT/INSTALLATION/PAINTING/STAINING - Include a site diagram reflecting the location being replaced and/or added, as well as the type of material of product to be utilized. Specify color intended. Scanned color paint/stain swatches are also helpful. All Hardware / Mechanics to inside of yard.

OTHER-Describe your project below in sufficient detail. Include plans/pictures/drawings if relevant.

PROJECT DESCRIPTION (UTILIZE ADDITIONAL PAGES / ATTACHMENTS AS REQUIRED:
(It is the responsibility of the Homeowner to obtain any needed permits from Gwinnett Co. Planning & Dev.)

DATES: RECEIVED BY ACC: _____ DATE REVIEWED: _____ BY: _____

____ APPROVED AS SUBMITTED

____ APPROVED WITH CONDITIONS (see attached conditions)

____ DENIED (see attached justification for denial)

ACC COMMITTEE: 1) _____ 2) _____ 3) _____ DATE: _____

RESIDENT NOTIFIED: _____ (Date)

SUBMIT COMPLETED FORM AND ALL SUPPLEMENTAL INFORMATION TO:

Email: (Preferred method): windsongparkhoa@yahoo.com

HOA Mailbox: Drop in HOA mailbox at pool parking lot

Mail: Windsong Park HOA

2700 Braselton Hwy., Ste. 10-337 Dacula, GA 30019

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