

GREENWOOD ARCHITECTURAL CONTROL COMMITTEE FOR EXISTING STRUCTURES
(Return form to GVCA Office, 830 Village Club Drive, Sagamore Hills, OH 44067)

REQUEST FOR ACCES APPROVAL
of changes to Lots or Buildings

Name: _____ Signature: _____ Date: ___/___/___

Address: _____

Telephone: (Day) _____ (Evening) _____

Brief description of project or change: _____

Note: If no schedule provided, work must commence within 3 months of approval and must be completed six months later.

For submittal requirements see General Requirements on reverse side and Requirements Matrix and Definitions, Para. D and E of ACCES Procedures and Rules.

Please indicate specific information attached:

- Enclosed please find attachments for projects not listed in the Requirements Matrix.
- Enclosed please find attachments for projects which are listed in the Requirements Matrix.
- For Retractable Awnings: Enclosed please find data and documentation required by Attachment 10 of ACCES Procedures and Rules including the Checklist and Awning Agreement.

Approvals:

Condo Approval: _____ (Signature) _____ (Title) (____)____ - _____ / _____ / _____ (Phone) (Date)

Or, if Single Family Home: _____ **Do you approve?**

Left Neighbor Reviewed: _____ / _____ / _____ **Yes** _____ **No** _____
Address: _____ (Signature) (Date) (Please initial)

Right Neighbor Reviewed: _____ / _____ / _____ **Yes** _____ **No** _____
Address: _____ (Signature) (Date) (Please initial)

Third* Neighbor Reviewed: _____ / _____ / _____ **Yes** _____ **No** _____
Address: _____ (Signature) (Date) (Please initial)

*Your left and right neighbor's signatures are required on this form to indicate that they reviewed your request.
*Signature of third neighbor is required if change is visible from their lot (generally front or back neighbor).
(Your neighbor's approvals are not required for ACCES approval, but are strongly encouraged.)*

This section is for ACCES use only. Date Request for Approval Received: _____

Action taken: _____

Date: ___/___/___ Classification: _____

Signature: _____ Title: _____

**GREENWOOD ARCHITECTURAL CONTROL COMMITTEE
FOR EXISTING STRUCTURES**

General requirements for request of any addition or change to your property or lot:

1. All submissions made to the Greenwood Architectural Control Committee must be made on the form, "Request for ACCES Approval."
2. The following items, where applicable, are required as part of any submission to be considered by the Greenwood Architectural Control Committee for Existing Structures (ACCES):
 - a. Plan and elevation views of the proposed change. These drawings must be dimensional and the location of adjacent units should be indicated along with property lines on the plan view.
 - b. The materials of construction should be noted and if any painting or staining is to be done, a sample color chip should be included.
 - c. Any modifications to landscaping around the new addition should also be indicated on either a separate landscaping plan or on the plan view of the proposed change.
 - d. If the proposed addition modifies drainage around the property, a drainage plan should also be included with the complete set of drawings indicating how drainage will be accomplished.
 - e. Written Condo Board approval is required for condominium owners. For homeowners, adjacent neighbor signatures are required, and their approval is strongly recommended.
3. Please refer to the ACCES Guidelines for more details.

(see other side for form)

REQUIREMENTS MATRIX (REVISED 5/19/2016)

Go down the list until you find your project, then across to find what information you need to submit with your request. Each item does not need its own page, so combine where appropriate.

All Single Family Homeowner Requests require your neighbor's signatures.

All Condo Resident Requests require condo board or mgmt. co. signature.

Temporary Access * - If you need access across property not your own, please show location.

Project Schedule - If over 9 months, include a schedule.

* - These items may be combined on a page.

Required Information

Project	More Details Found in Section(s):	Required Information																
		Plot Map Showing Location *	Drawing - Top or Plan View *	Drawing - View from Side	Dimensions *	Literature on Product(s)	Color (Chips or Samples)	Samples of Materials	Footer/Support - material and depth	Storage Location of building materials *	Landscaping Plan *	Grading Plan *	Drainage Plan showing Direction of Water Flow *	Erosion Control Plan *	Lighting Details - See Definition Page	Winning/Piping Location *	Hours of Operation	"Before" Photo
		Y = Yes (Required)																
Home																		
Back-up Generator - Permanent	III.C	Y	Y		Y	Y	Y			Y							Y	
Combining/Dividing Units or Lots	I.I.B, I.I.C	Y	Y	Y														
Deck - Addition/Removal/Repair/Replacement	III.C	Y	Y	Y	Y	Y	Y	Y	Y									Y
Gutter - Addition/Removal/Replacement	III.E		Y	Y	Y	Y	Y				Y	Y	Y					Y
Home - New (ACC Approves) or Replacement, Room Additions or Removals, including Storage Rooms	I.I.B, I.I.C	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y					Y
Hot Tub/Jacuzzi - Outdoor	III.C	Y	Y		Y	Y	Y		Y								Y	
Painting, Different Color	III.B					Y	Y											Y
Patio - Addition/Replacement/Removal	III.C	Y	Y		Y	Y	Y	Y	Y	Y	Y							Y
Porch - Addition/Replacement/Removal	III.C	Y	Y	Y	Y	Y	Y	Y	Y	Y								Y
Porch - Upgrade - Roof or Enclosing	III.C		Y	Y	Y	Y	Y											Y
Retractable Awnings	III.C, Attachment 10	(See Attachment 10 Checklist)																
Roofing - Addition/Replacement/Removal	Attachment 2				Y	Y	Y	Y										
Siding - Addition/Replacement/Removal	Attachment 2				Y	Y	Y											
Home Business	III.V, Attachment 7	Home Businesses use a special ACCES request form, available at the GVCA Office.																
Yard																		
Basketball Hoop - Permanent	III.H	Y							Y									
Clothes Line	III.N	Y																
Compost Piles and Bins	III.R	Y			Y													
Drainage - Change/Addition/Replacement/Removal	III.F	Y	Y		Y			Y	Y		Y	Y	Y					Y
Driveway - Addition/Replacement/Removal	I.I.B, I.I.C	Y	Y		Y	Y			Y		Y	Y						Y
Fence - Deer Netting	III.D	Y	Y	Y	Y	Y												
Fence - Invisible Dog Fence	III.L	Y	Y		Y													Y
Fire Pit or Fireplace - Permanent	III.C	Y			Y	Y				Y								
Flag Pole	III.G	Y			Y	Y	Y		Y					Y			Y	Y
Grading Changes	III.E, III.F	Y	Y								Y	Y	Y	Y				Y
Landscaping - Adding/Removing Borders, Blocks or Rocks	III.E	Y	Y	Y	Y	Y			Y	Y								
Landscaping - Ground Cover Changes	III.E	Y				Y				Y								
Landscaping - New Bed/Design (see Grading Changes)	III.E	Y	Y	Y	Y	Y				Y								
Landscaping - Sprinkler System	III.E	Y	Y									Y	Y				Y	
Lights - Permanent Outdoor	III.M, Attachment 5	Y	Y	Y	Y	Y								Y	Y	Y		
Mailbox - Other than Pre-approved Design	III.T, Attachment 6		Y	Y	Y	Y	Y		Y									
Play Equipment - Higher than 3 feet	III.H	Y	Y	Y	Y	Y	Y			Y								
Pond - Decorative	III.F	Y	Y	Y	Y	Y				Y	Y	Y						
Sidewalk / Steps - Addition/Replacement/Removal	III.C	Y	Y		Y	Y	Y	Y	Y		Y	Y						Y
Sound System - Exterior	III.Q	Y	Y	Y		Y	Y							Y	Y	Y		
Trees - Tree Removal	III.E	Y																
Walls - Privacy Screening	III.D, III.E	Y	Y	Y	Y	Y	Y		Y									
Walls - Structural Retaining Walls	III.D	Y	Y	Y	Y	Y	Y		Y	Y	Y	Y	Y					

Definition of Matrix Required Information

Temporary Access (if required) - If construction equipment or delivery trucks need access to the side or back of your lot, the location of their route of entry and exit needs to be provided to ensure neighboring properties are not damaged.

Construction Schedule - Required if your project may take longer than 9 months. If you do not include a construction schedule, you are required to start your project within 3 months, and finish it less than 6 months after you start. If you are a condominium association doing a multi-year project, a schedule is needed showing which units are going to be completed each year of the project.

Plot Map Showing Location - A map of your property showing your lot dimensions, home location, and the area affected by your project. All structures must be set in 30' from the back and 10' from the sides of the lot. (You can find maps of your lot at <http://summitmaps.summitoh.net/ParcelViewer/> Note: The aerial photos have distortions which can misalign the image by several feet from the shown property lines. You are responsible for knowing the true location of your property pins and lines.)

Drawing - Top or Plan View - Detailed top view of your project showing all important details. (Need not be an architectural drawing.)

Drawing - View from Side - Detailed side view of your project showing important details. (Need not be an architectural drawing.)

Dimensions - Height, width, length, depth and any other dimension important to your project.

Literature on Product(s) - Literature on materials or products that will be used in your project.

Color (Chips or Samples) - Typically a color sample from a paint store or product literature, which includes manufacturer/color name/code.

Samples of Materials - Actual sample of the material to be used in your project.

Footer/Support - material and depth - To protect against bugs, rot, and frost damage, footers need to be of durable material and extend below the frost depth.

Storage Location of Building Materials - Projects requiring a lot of material need to store construction material out of sight.

PLANS - The following four plans, when required, are typically overlaid on your plot map:

Landscaping Plan - This plan shows the layout of your landscaping, with the dimensions of new beds, and the location of perennials, trees, and bushes, all properly labeled, with the total numbers of each plant listed.

Grading Plan - This plan, usually in 2-foot topographic (contour) form, showing the elevations of your property before and after it will be graded, with direction of water flow indicated.

Drainage Plan showing Direction of Water Flow - This plan shows the routing of any drainage pipes or swales, with the direction of water flow and points where the flow exits off your lot clearly indicated.

Erosion Control Plan - This plan shows the temporary measures you will install to prevent erosion of topsoil or debris into nearby streams or storm sewers during your project, and the permanent measures to be left in place at the completion of your project to prevent erosion.

Lighting Details - Indicate the style (Non-Directional, Flood, Spot, Accent, etc.), type (Halogen, Incandescent, Fluorescent, etc.), light output in Lumens and color in Kelvins, location, direction, and number of lights, and the type of switch used to control them (on/off, motion sensor, timer, light sensor). For Sound Systems, provide the system wattage, and the location and direction the speakers are pointed.

Wiring/Piping Location - In applications where wires, cables, or hoses are being routed as part of your project, where they will be routed, and how they will be protected and hidden from view, needs to be indicated.

Hours of Operation - Items or projects that could affect your neighbor's privacy through noise or light, such as sound systems, flood lights or fountains (and construction work), should be done at reasonable times. Please state the expected times of use.

"Before" Photo - Photo of the area of your home or lot to be modified before any changes are made, to serve as a reference after the project is complete.