

**GREENWOOD ARCHITECTURAL CONTROL COMMITTEE FOR EXISTING STRUCTURES**  
(ACCES meets the 1<sup>st</sup> Tuesday of each month. To be considered, this completed form must be delivered by the Tuesday before to the 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 the Requirements Matrix and Definitions, Part D of Section I of the ACCES Architectural Review Procedures and Rules. Remind your contractor that posting signs is prohibited.

**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:**

Condominium Association: \_\_\_\_\_

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: \_\_\_\_\_ Approved 09/17/2024