



**Hinson Management, Inc.**  
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Hinson office use only:

\_\_\_\_\_ Received  
 \_\_\_\_\_ Sent to BOD  
 \_\_\_\_\_ Approved  
 or Denied

## Gramercy Park Architectural Committee Request

Homeowner: \_\_\_\_\_

Property Address: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Contact #: (H) \_\_\_\_\_ (W) \_\_\_\_\_ (M) \_\_\_\_\_

Email Address: \_\_\_\_\_

### Category of Improvement (check one or more)

\_\_\_\_\_ Landscaping                      \_\_\_\_\_ Addition                      \_\_\_\_\_ Driveway/Parking  
 \_\_\_\_\_ Fence/Wall                      \_\_\_\_\_ Patio/Screen Porch                      \_\_\_\_\_ Other \_\_\_\_\_  
 \_\_\_\_\_ Satellite Dish                      \_\_\_\_\_ Out Building

Checklist/Items ARC will need to proceed: (Please refer to covenants and restrictions regarding your request)

\_\_\_\_\_ Site plan (included in your closing documents)  
 \_\_\_\_\_ Indicate location of exterior improvements on site plan  
 \_\_\_\_\_ Grading/Landscaping Plan  
 \_\_\_\_\_ Include photo, brochure, or sketch of improvement  
 \_\_\_\_\_ Clear, concise written description (Attach separate sheet)  
 \_\_\_\_\_ Material listing (including colors, etc)  
 \_\_\_\_\_ Fence: \_\_\_\_\_ Height \_\_\_\_\_ Style \_\_\_\_\_ Color

It is the responsibility of each owner to install all approved fencing in a manner that ensures an adequate distance for future maintenance of said fencing and also the entire property from the fence line to the property line. It is also the property owner's responsibility to obtain permission to attach to a neighboring fence if applicable.

Contractor: \_\_\_\_\_ Phone: \_\_\_\_\_

**ARC requests will not be accepted for review without the required site plan and improvement specifications. The applicant understands that by completing this form he/she agrees to all guidelines set forth by the architectural review committee and all decisions are final. It is understood that the applicant is responsible to comply with all Federal, State, County, and Local codes. It is the applicant's responsibility to locate all easements, utilities, and property lines. Approval is void if improvement is not started within ninety (90) days from the approval date. Standards of the neighborhood's governing documents apply to completion guidelines. Response to request within 30 days. Items submitted to the committee will not be returned.**

Property Owner's Signature: \_\_\_\_\_ Date \_\_\_\_\_

### **For Board or Committee Use only Please**

**APPROVED:** \_\_\_\_\_ Date \_\_\_\_\_  
 (or)  
**DENIED:** \_\_\_\_\_ Date \_\_\_\_\_

Notes: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_