

## NORTHWALK HOMEOWNERS ASSOCIATION ARCHITECTURAL CHANGE APPLICATION

|                 |              |
|-----------------|--------------|
| <b>Date:</b>    |              |
| <b>Name:</b>    |              |
| <b>Address:</b> |              |
| <b>Home #:</b>  | <b>Lot #</b> |

### **DIRECTIONS**

The Declaration of Covenants requires that you submit to the Architectural Control Committee for approval all proposed exterior additions, changes or alterations to your house and lot. In order to be considered by the Architectural Control Committee, your application must include detailed information describing the proposed change. We have listed the various forms of information that would help expedite the application process.

- Please identify the type of project that best describes what you are submitting – SEE TABLE 1.
- To the right of the project is a listing of numbers; these numbers correspond to TABLE 2 – Description of Information Needed.
- Please Submit ACC Application and required information (as defined in table 1) to the ACC Director.

### **Owner's Acknowledgement**

I/we understand and agree:

- that approval by the Committee shall in no way be construed as to pass judgment on the correctness of the location, structural design, suitability of water flow or drainage, location of utilities, or other qualities of the proposed change being reviewed.
- that approval by the Committee shall in no way be construed as to pass judgment on whether the proposed change being reviewed is in compliance with the applicable building and zoning codes of the county in which the property is located.
- that no work on the proposed change shall begin until written approval of the Committee has been received. If work is begun prior to approval, I will be subject to a fine of \$100, I may be required to return the property to its former condition at my own expense if this application is denied wholly or in part; and I may be required to pay all legal expenses incurred.
- that there shall be no deviations from the plans, specifications, and location approved by the Committee without prior written consent of the Committee; any variation from the original application must be resubmitted for approval.
- that I authorize members of the Committee to enter upon my Property to make one or more routine inspection(s).
- that construction or alterations in accordance with the approved plans and specifications must commence within 6 months of the approved date of this application and be completed within 12 months of the approved date; otherwise the approval by the Committee shall be deemed conclusively to have lapsed and to have been withdrawn.
- that it is my responsibility and obligation to obtain all required building permits, and to construct the improvements in a workmanlike manner in conformance with all applicable building and zoning codes.
- that I am responsible for any damage and all cost to repair green space or community property that result from the proposed modification.

Owner / Applicant Signature \_\_\_\_\_

Date \_\_\_\_\_

FOR COMMITTEE USE ONLY: Date Received: .....

Approved: ..... Denied: ..... Not Considered (application not complete) : .....

Approval of the proposed change is subject to the following (if not, mark N/A):

Comments/Conditions: .....

Authorized Signature:..... Date: .....

**NORTHWALK HOMEOWNERS ASSOCIATION  
ARCHITECTURAL CONTROL COMMITTEE**

## ITEMS THAT REQUIRE ACC REVIEW – TABLE 1

| Type of Project  | Examples                                | Information Needed with Application – see Table 2 |
|--|---|---|
| <b>Addition or other improvement, requiring structural considerations, that provide additional space</b>   |   |   |
| Addition to house that increases the area of enclosed, finished and conditioned (heated and cooled) space. | Home addition                           | 1, 2, 3, 4, 5, 6, 7                               |
| Addition to house that increases the area of enclosed, non-conditioned space.                              | Porch, Screened sun porch/deck          | 1, 2, 3, 4, 5, 6, 7                               |
| Addition to the garage area of the house that increases the area of enclosed, space.                       | Attached garage addition                | 1, 2, 3, 4, 5, 6, 7                               |
| <b>Other improvement requiring structural considerations that provides unfinished interior space.</b>      |   |   |
| New detached garage  | Detached garage                         | 1, 2, 3, 4, 5, 6, 7                               |
| New utility / Storage building   | Utility / Storage building              | 1, 2, 3, 4, 5, 6, 7                               |
| <b>Other improvement requiring structural considerations</b>   |   |   |
| New elevated and uncovered deck  | Elevated deck                           | 1, 2, 3, 4, 6                                     |
| Addition to existing deck  | Deck addition                           | 1, 2, 3, 4, 6                                     |
| <b>Home improvements to exterior of house</b>  |   |   |
| Replacement or added doors, windows shutters, garage doors, gutters, etc.                                  |   | 1, 3, 5, 6  |
| Storm door   |   | 1, 6  |
| Exterior paint color change  | Change color of house.                  | 1, 6  |
| Exterior painting – same color   | Repainting house the existing color(s)  | No approval required to repaint existing color    |
| Fireplace and Chimney  |   | 1, 4, 5, 6  |
| <b>Landscape related improvements requiring minimal to no structural considerations</b>                    |   |   |
| Grade level deck   | Not to exceed 18" hgt.                  | 1, 2, 3, 4, 6                                     |
| Fence  | Any type                                | 1, 2, 6   |
| Hard surfaces and paving   | Patio area                              | 1, 2, 6   |
| Decorative Structures  | Trellis, pergola, arbor, etc.           | 1, 2, 6   |
| Play structures for young children   | Swing, climbing structure, slide, etc.  | 1, 2, 6   |
| Permanent play equipment for older children  | Basketball backboard                    | 1, 2, 6   |
| <b>Special Lot Conditions</b>  |   |   |
| Landscaping timber retaining walls   | Landscaping timbers                     | 1, 2, 6, 7  |
| Stone and Masonry faced retaining walls  | Stone and Masonry faced retaining walls | 1, 2, 6, 7  |
| Sloped block retaining walls   | Sloped block retaining walls            | 1, 2, 6, 7  |
| <b>Tree removal</b>  |   |   |
| Tree removal   | Tree removal                            | 1, 2  |

**NORTHWALK HOMEOWNERS ASSOCIATION  
ARCHITECTURAL CONTROL COMMITTEE**

## DESCRIPTION OF INFORMATION TO INCLUDE WITH APPLICATION – TABLE 2

| Number   | Description of Information Needed with Application – SEE TABLE 1   |
|--|--|
| <p>Note: that requirements 2, 3, 4 and 5 are required by the Forsyth County Building Department for any Building Addition and New Structure in excess of 120 sq. ft.</p> |  |
| 1  | <b>Northwalk Home Owners Architectural Change Application form.</b>  |
| 2  | <p><b>Site Plan:</b></p> <ul style="list-style-type: none"> <li>➤ A plan of your property is available via the Northwalk web page and/or at the Forsyth County Building department.</li> <li>➤ Site plan should indicate the house and driveway and indicate the size and location of your improvement.</li> </ul>   |
| 3  | <p><b>Floor Plan:</b></p> <ul style="list-style-type: none"> <li>➤ Scale plan drawing at 1/8" or 1/4" = 1' – 0" showing new work with critical dimensions and a reasonable portion of the existing plan.</li> </ul>  |
| 4  | <p><b>Elevations</b></p> <ul style="list-style-type: none"> <li>➤ Drawings showing all new work as viewed from the exterior for each new side.</li> <li>➤ Scale elevation drawings at 1/8" of 1/4" = 1' – 0" showing new work with critical dimensions and a reasonable portion of the existing elevation. Identify heights, roof pitch, materials, finishes, doors, windows, railings, etc.</li> </ul>  |
| 5  | <p><b>Roof Plan</b></p> <ul style="list-style-type: none"> <li>➤ Drawing showing all new work as viewed from above.</li> <li>➤ Scale plan drawing at 1/8" of 1/4" = 1' – 0" showing new work with critical dimensions and a reasonable portion of the existing roof plan. Identify ridges, valleys, roofing material, overhang, gutters, etc.</li> </ul>   |
| 6  | <p><b>Narrative and Sketch plus other information</b></p> <ul style="list-style-type: none"> <li>➤ Description of upgrading with Sketch illustrating work combined with any illustrative information required to convey the design and intent of the improvement. Provide essential detail and dimensions required to understand the full scope of the project.</li> <li>➤ Examples: <ul style="list-style-type: none"> <li>❖ Photos of home showing location of work.</li> <li>❖ Products brochure</li> <li>❖ Material samples with location</li> <li>❖ Color selections with location</li> </ul> </li> </ul> |
| 7  | <p><b>Drainage issues:</b></p> <ul style="list-style-type: none"> <li>➤ Work that requires excavation and/or the reshaping of the site in any way that might affect the drainage of water within, off or onto the property must be submitted to and Approved by the Forsyth County Building Department prior to submittal to the NW ACC.</li> </ul>  |

**NORTHWALK HOMEOWNERS ASSOCIATION  
ARCHITECTURAL CONTROL COMMITTEE**

## **ARCHITECTUAL GUIDELINES**

### **ITEMS THE ACC WILL CONSIDER WHEN REVIEWING YOUR APPLICATION**

1. In general, all home improvements that require structural considerations should be designed and constructed with the scale, look, character, materials and colors used in the existing home.
  - Those elements that give your home character should be copied into any addition. Example: Roof pitch (where reasonable), siding and trim, window and door type, details and color.
  - Those elements that give your home character should be reflected in any detached enclosure. Example: Roof pitch, siding and trim, window type, details and color.
2. All open elevated deck construction will require structural considerations. Decks should be designed and constructed with the scale, and character of the existing home in mind. Railings and stairs are to be of a uniform design. Exposed structural members, columns, underside of construction, areas below the deck, etc. should be finished and partially screened from view.
3. In general all landscape related improvements that require minimal to no structural considerations such as grade level decks or paved patio areas should be designed and constructed with the scale, look and character of the existing home in mind. Railings, walls, steps, landscaping, etc. should add to the character of your home.
4. Fences of all types are presently used throughout Northwalk. In general there is an effort to keep fencing from being installed forward of the house and only toward the rear of the property.
  - Privacy fences are limited in height to 5'-0" and homeowners are encouraged to upgrade the fence by adding detail that will negate a "stockade" look. (scalloped top edge, two sided exposed posts with decorative tops, decorative cutouts, etc.)
  - Metal (chain link) fencing should be limited to semi-concealed areas. Black coated fencing is desired. Wood fencing should be considered for locations visible from street.
5. In general all Special Lot Conditions projects should be designed and constructed with the scale, look, and character of the existing home in mind.