



Great Northwest Community Improvement Association, Inc.
 8809 Timberwilde Drive, San Antonio TEXAS 78250
 Open Monday-Friday 10 am – 7 pm

ACC EXTERIOR IMPROVEMENT APPLICATION

Silver Creek • Emerald Valley • The Commons • Village Northwest • Ridge Creek • Timberwilde • Stagecoach Crossing

DO NOT BEGIN WORK ON YOUR PROJECT UNTIL APPROVAL IS RECEIVED FROM THE ACC. WORK THAT BEGINS BEFORE SUCH APPROVAL IS AT RISK OF STOPPAGE, DENIAL OR LEGAL ACTION.

_____()_____-_____()_____-_____
 Name Cell Home Email

 GNW Property Address Owner's Address (If different from GNW address)

_____, 20_____, 20_____, \$_____
 Proposed Start Date Proposed Completion Date Estimated Cost of Improvement

YOUR IMPROVEMENT IS YOUR RESPONSIBILITY *Great Northwest Exterior Design Guidelines* contain details that have been established for exterior improvements and modifications in the Great Northwest. It is the responsibility of the property owner to determine if an improvement is in compliance with applicable building codes, fire code, other laws or regulations. **It is in owner's best interests to contact the City of San Antonio about building permit requirements before starting any work on your property.**

THE ASSOCIATION AND THE ACC ASSUME NO RESPONSIBILITY for improvement structural integrity or safety features; City code compliance; or whether or not the location of proposed improvement is on owner's property.

APPROVAL PROCESS The ACC will review your application as quickly as possible as it meets every 2 weeks. The Association's deed restrictions permit up to 30 days from the date of your application submission to approve or deny it. If the application contains insufficient information, you will be notified to submit the missing detail. Note that the application is not considered to have been complete or submitted for review until this information is provided.

With written approval, work on the improvement must begin within 3 months and be completed within 6 months.

Your completed application form and materials submitted with it will not be returned. Please keep copies for your records.

I CERTIFY THAT THE INFORMATION HERE IS ACCURATE, is an accurate representation of the proposed improvement, and that the work will conform to applicable Great Northwest standards, including that the work will be completed as outlined as approved. I understand that work is not to start until approval has been received. I authorize the ACC or its representatives to enter onto my property to inspect the project or confirm completion as approved.

Signature of Owner _____ Date _____

STAFF USE

REVIEWED BY STAFF Staff Member _____ Date ____/____/____

APPROVED AS SUBMITTED Approved By _____ Date ____/____/____

or

APPROVED WITH CONDITIONS Approved By _____ Date ____/____/____

or

DENIED Denied By _____ Date ____/____/____

INSPECTED ON COMPLETION Inspected by _____ Date ____/____/____

