

INSPECTED ON COMPLETION

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. Fmail Name **GNW Property Address** Owner's Address (If different from GNW address) Proposed Start Date 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 STAFF USE Staff Member ______ Date _____/____ REVIEWED BY STAFF APPROVED AS SUBMITTED Denied By ______ Date ____/_____ DENIED

Inspected by ______ Date _____/____

PROPOSED EXTERIOR IMPROVEMENT

Description

PROJECT DRAWINGS, PLANS & SPECIFICATIONS

Provide a scale drawing of your proposed improvement including dimensions, and describe materials and finishes to be used. If exterior painting is proposed, attach color chips on this page. Construction drawings and plans with elevations will be accepted in place of a scale drawing and should be attached to this page. **CONSTRUCTION DRAWINGS, PLANS, MATERIAL SAMPLES AND COLOR CHIPS CANNOT BE RETURNED.**

LOCATION OF PROPOSED IMPROVEMENT

ACC prefers that you use a copy of your property survey or plat map (usually included with your closing papers) provide a scale drawing showing the location of your proposed improvement on your property including measurements indicating the location other buildings or improvements and the distance of the proposed improvement from lot lines. If you do not have a plat map of your lot provide a scale drawing here.