



**KENSINGTON PARK HOA
ARCHITECTURAL REVIEW COMMITTEE FORM
REQUEST FOR ARCHITECTURAL CHANGE/ADDITION**

WORK MAY NOT BEGIN UNTIL PROPER APPROVAL IS GIVEN:

Date: _____

Property Lot Number: _____

Owner Name (s) _____ Email: _____

Address: _____

Home Phone: _____ Work Phone: _____ Cell Phone: _____

Description of Proposed Improvements - (Please include architectural drawings, sketches, pictures, contractor's specification, site plans, list materials, etc., if applicable). See Exterior Modification Guidelines for more information.

Proposed Start Date: _____ Planned Completion Date: _____ Contractor Required: (YES) (NO)

Contractor Name: _____ Telephone: _____

Description of Project:

Any projects work has within 60 days; another form must be resubmitted to the ARC Committee. **Attach a certificate of insurance from contractor**. In order to prevent accidents, utility service interruptions, legal problems and expensive repairs when doing any homeowner digging projects, call **811 or 800-248-7411** prior to starting and have the utility companies mark the utility runs on your property. Projects that require calling the Utilities Protection Center are landscaping, fence installations, holes for fence posts and mailboxes, anchor supports for decks and swings sets, planting trees, removing tree roots, driving landscaping stakes into the ground or installing a retainer wall. **Please allow up to 7 days for approval.**

NOTE: Email request to: Bennie Paster (Pres.): **board@kensingtonparkpoa.org**
Mail: Kensington Park HOA, 7927 Hawksnest Trail, Lithia Springs, GA 30122
Fax: **404-600-1002**

If you have any questions regarding your request, please call **Bennie Paster, at 678-790-7257.**

Important notice: For your protection, inquire with the city, county, and/or any other government agency applicable regarding required permits before starting any work on your property involving new construction, alterations, or additions (etc.). Approval of any structure or architectural change/addition by the ARC Committee is in no way a certification that the structure or architectural change/addition has been built in accordance with governmental rules and regulations or that the structure complies with sound building practice or design.

Architecture Committee Reviewer: _____ Date: _____

Signature

Approved: _____ Denied: _____

Approved with stipulation(s): _____ Nature of stipulation(s) _____
