

**WESTBURY COMMUNITY ASSOCIATION
ARCHITECTURAL REVIEW APPLICATION FORM**

APPLICATION PROCEDURES

Please follow the steps listed below to insure that your application process is successful:

- 1) Provide your complete name, address, lot number and both home and work phone numbers.
- 2) Describe the alteration or construction in full detail by providing, sketches, drawings, clippings, pictures, catalog illustrations and/or other pertinent submittal data on attached sheets.
- 3) Provide a copy of your site plan that depicts the dimensions and location of your requested alteration in relationship to the home and property lines. *NOTE: You received a copy of your plat with the paperwork at your closing.*
- 4) Please sign and date the application on page 3. The ARC cannot accept this application unless ALL procedures are followed. Please drop or mail the completed application to:

Architectural Review Committee
Westbury Community Association, Inc.
505 Sheringham Lane
Alpharetta, Georgia 30005-2518
- 5) Once received, the Architectural Review Committee's (ARC) decision will be returned within 30 calendar days after acceptance of a complete application.
- 6) This application is revoked automatically if the alteration:
 - Has not commenced within 90 days from the approval date of this application, or
 - Has not been completed within 60 days of the completion date specified in the approved application. Written ARC approval of any extension of time is required.

APPEALS PROCESS

Decisions of the ARC can be appealed if you feel that any of the following conditions apply:

- 1) Proper procedures were not followed during the administrative and review process.
- 2) You feel that you were not given a fair review or hearing.
- 3) The ARC was arbitrary and did not have a rational basis or consistent reasons for the decision.

A written appeal may be submitted to the Board of Directors within 14 days from the date the decision was made by the ARC.

APPLICANT AWARENESS

By your signature, you are aware and fully understand the following:

- Any approval is contingent upon the alteration(s) being completed in a workman-liked manner and maintained in a reasonable state of repair consistent with the covenants of the Westbury Community Association henceforth.
- Any construction or exterior alteration made before approval of this application is not recommended. If alterations have been made prior to approval, then the applicant may be required to return the property to its former condition at their own expense.
- Nothing contained in this application shall violate any of the provisions of the Building and Zoning Codes of Fulton County.
- The dimensions and locations shown on the site plan (plat) are exact and in accurate relationship to existing structures.
- Member of the Board of Directors or the ARC are permitted to enter upon my property (at any reasonable hour) for the purpose of inspecting the proposed application, the project in progress, or the completed project. Such an inspection does not constitute a trespass.
- I am aware of the Westbury Covenants, Conditions and Restrictions and the Architectural Review Committee Guidelines.

Applicant(s) Signature(s) _____ Date _____
_____ Date _____

DO NOT WRITE BELOW THIS LINE – ARC USE ONLY

Approved/Disapproved

Signature _____ Print Name _____ Date _____

Comments _____
