**Application Purpose and Instructions**

**The purpose of this document** is to collect pertinent information about construction projects to understand how those projects will impact the GHPOA community, and how those projects adhere to our association’s covenants and bylaws. This form does not replace permit applications through the Town of Johnsburg and Warren County.

**To use this form** please fill out the applicable sections of the below form by typing directly into the document. Print or download this document to your computer before making edits, and do not make edits to the document while on the GHPOA website.

Once your application is complete, send to the chair of the Architectural Review Committee (ARC) by mail or email. Only one method of application is required.

Eliza Kaplan, ARC Chairperson.
Email: kaplan.eliza@gmail.com. Mailing address: 12 Collinwood Rd, Maplewood, NJ 07040

**With your application,** please include all pertinent information to help the ARC understand the scope of your work in the context of our covenants and bylaws, which may include supporting items such as architectural drawings, site maps, contractor or builder timeline estimates, and so on.

**Prior to submission** you may want to review the resources listed below for building requirements. The application includes common questions and typical areas for discussion but is not exhaustive. The below should be referenced while considering your building project and all pertinent information included in your application:

* [GHPOA Covenants](https://drive.google.com/file/d/1kg-YYBk23KFMH-6vxB2UwbqrzXzXUUtb/view?usp=drivesdk) (Articles II and III pertain) Architectural Guidelines
* An overview of the Architectural Committee in the [GHPOA Homeowner’s Manual](https://garnethillpoa.com/images/uploads/files/Owner_Manual_August_2017.pdf) (page 10)
* Town of Johnsburg website [Zoning Regulations](https://johnsburgny.gov/planning-zoning-2/)

**PLEASE NOTE:** The building of structures on GHPOA Common Areas, such as the boat storage area and the plantations, is not allowed.

**Applicant Information**

* Date of Submission (MM/DD/YYYY):
* Homeowner’s Name:
* Co-owner name:
* Association address (home number and street name):
* Local phone number (518-251-xxxx):
* Email address:
* If Garnet Hill is not your primary residence, please include your primary address:
* Phone number (xxx-xxx-xxxx):
* Please indicate what your preferred form of communication is (phone, mail or e-mail):

**Construction Plan Information**

1. **Driveway Construction:** Briefly describe the intended construction and/or changes to existing driveway. Please include a site map indicating the driveway’s location and distance to property boundaries.
2. **Adjacent Structures (i.e. sheds, tool house, woodshed, garage, etc.):** Briefly describe the structure type that you intend to build or expand. This description should be accompanied by a site map indicating setback from the road and property boundaries, description of structure footprint and elevation, and building materials.
3. **Primary Structure Addition or Renovation:** This section is intended for construction to be done to a primary structure that is already existing. Please describe the intended construction, and include a brief description of the work to be done:
	1. Typical additions or renovations include, but are not limited to: decks, sunrooms, or screened porches. What does your scope of work include?
	2. Provide the dimensions of the proposed addition, if applicable:
		1. Height/elevation
		2. Dimension
		3. Color scheme
		4. Building materials
		5. Setback from the road and property boundaries
		6. Other relevant details
4. **Primary Structure Construction:** If you are constructing a primary structure (house, cabin, camp), please provide complete plans for structure location, building envelope, driveway, etc. Describe the structure briefly here, and include relevant plans and information as attachments.
5. **Demolition:** If you will be demolishing a structure, please describe the method of demolition and your plan for debris removal here.
6. **Timeline:** Please provide construction or work timeline estimates as provided by your contractor or builder, including estimated work start date and estimated work length.
7. **Live Tree Felling:** When live trees are felled for the purposes of an approved construction project, you do not need to seek the approval of the board, but it is valuable to inform the board in case a complaint is made. If you plan to fell live trees and would like to inform the board that this will take place as part of your construction project, please use this space:

**ARC Communication and Application Determination**

Following the receipt of your application, the ARC Chair will confirm receipt with you and may reach out with questions or for further clarification. The ARC will bring the application and recommendation to the GHPOA Board during the next regularly scheduled Board meeting. The Board will then vote on the application and the ARC’s recommendation.

The Board will make one of three determinations which will be communicated to you via your preferred method of communication:

1. The above application has met the criteria and guidelines set forth by the covenants and bylaws of the Garnet Hill Property Owners Association and is approved.
2. The applicant needs to submit further information/documentation for the ARC to review to recommend this application for approval by the Board. The ARC will indicate what additional information needs to be submitted.
3. The above application has been rejected as it does not meet the guidelines set forth by the covenants and bylaws of the Garnet Hill Property Owner’s Association. This communication may or may not include specific mention of the appropriate articles for reference.

Submit any questions about the application, relevant Architectural covenants or bylaws, or your project to the ARC Chair via email.

You may email this completed application form or print it out and mail it to ARC Chair. Only one method of application is required:

Eliza Kaplan, ARC Chairperson.

Hard copy to Eliza Kaplan, 12 Collinwood Rd, Maplewood, NJ 07040

Email to kaplan.eliza@gmail.com