



SHEFFIELD
ON THE HARPETH

Architectural Committee Exterior Change Request Form

Send completed form and supplemental pages to:

*Sheffield Architectural Committee
c/o Timmons Properties Inc.
2200 Hillsboro Road Ste 200
Nashville, TN 37212
Or Fax to (615) 383-2260*

**Do not start this project until you receive written approval.
You will receive an email or phone call confirming receipt of this Request.
If you do not get confirmation within a few days, please contact us again.
You will receive a written response concerning approval status within 30 days.
Every effort will be made to respond to your request as soon as possible.**

Date	
Subject Property Address	
Homeowner Name	
Mailing Address (if different)	
Contact Phone Numbers	
Email Address	
Type of Request:	
<input type="checkbox"/> New Construction	<input type="checkbox"/> Maintenance or Replacement
Structure:	
<input type="checkbox"/> Addition	<input type="checkbox"/> Mailbox
<input type="checkbox"/> Out-Building or Non-Attached Structure	<input type="checkbox"/> Satellite Dish
<input type="checkbox"/> Fence or Wall	<input type="checkbox"/> Awning
<input type="checkbox"/> Windows	<input type="checkbox"/> Hardscape (pathways, lawn ornaments, etc.)
<input type="checkbox"/> Exterior Doors or Railings	<input type="checkbox"/> Roof, Shingles, Gutters, etc.
<input type="checkbox"/> Garage Door	<input type="checkbox"/> Exterior Painting
<input type="checkbox"/> Porch or Deck	<input type="checkbox"/> Other Exterior Construction or Maintenance <i>(describe below)</i>
Project Description:	

<i>Form continues on next page.</i>	

Details

(provide on a separate pages)

- The most frequent issue with approving Requests is lack of detail.
- Please provide a drawing of the plans. Show the nature, kind, shape, dimensions and location of what will be added or changed. Indicate on the plans the location of your house, property lines and other structures.
- Please provide a description of materials and identify the specific colors you will use with manufacturer numbers or samples, even if it is “the same” as exists now.
- Provide paint samples, shingle samples, other material samples, and any other item or information that will assist in describing this planned change.

Guidelines and Conditions

- Please involve your Architectural Control Committee as early in the process as possible when planning your project. They can give you guidance to quickly get through the approval process. Contact them via acc@sheffieldhoa.com or contact our property manager, Tina Belton of Timmons, at (615) 383-1777 x14.
- If you are starting several projects at once, please submit separate Requests.
- Approval for any new structure, or the replacement or maintenance of any existing structure, comes with the condition that the quality of workmanship and materials be substantially the same or better than the same or similar structures in Sheffield.
- Approval for any new structure, or the replacement or maintenance of any existing structure, comes with the condition that all waste, scrap, removed or demolished material and unused construction materials be removed from the project site in a timely fashion after the completion of the project.
- Please note that it is your responsibility and not that of the HOA or ACC to ensure that you adhere to all regulations and codes imposed by Metro Nashville, the State of Tennessee or other regulatory agencies if applicable. These would include obtaining the proper permits, adhering to construction and fire codes, and observing all property lines, setbacks, easements, etc.
- If your project requires the use of any heavy equipment or delivery vehicles, every effort shall be made to keep to a minimum the disruption of passage and parking on the public street adjacent to the project site. Please limit heavy equipment activity to between the hours of 7AM and 5PM.
- Please ask workers not to block street parking used by your neighbors.
- We suggest that a homeowner planning any construction near a neighbor’s property line inform their neighbors of their plans, though this is not a condition for approval. You may need to get permission to get access for the installation a fence, for example.
- If you feel you need to enter into a contractual agreement for a project before you’ve been able to receive approval by the HOA, we suggest you add language to the contract similar to, “This contract is contingent upon approval by the Sheffield on the Harpeth Homeowners Association Architecture Control Committee.”