

# Willow Springs

Home Owners Association

Site and Architectural Review Board (SARB)

## IMPROVEMENT APPLICATION

(Revised January 2019)

Please read and complete the SARB Improvement Application in its entirety.

Missing or incomplete information will cause the request to be delayed, returned for completion or disapproved.

**Submit completed form to:**

Willow Springs HOA c/o Ghertner and Company  
50 Vantage Way, Suite 100  
Nashville, TN 37228

Phone: 615-255-8531

Phone: 615-277-0359

Fax: 615-259-4540

[hsr@ghertner.com](mailto:hsr@ghertner.com)

Property Owner(s): \_\_\_\_\_

Property Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

**A. Description of Proposed Improvement(s)**

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Date of Application: \_\_\_\_\_

Expected Start Date: \_\_\_\_\_ Expected Completion Date: \_\_\_\_\_

**B. Description of Materials**

Please list and describe ALL materials required to complete job. Be sure to describe product details and dimensions. Attach pictures, blueprints or detailed sketches (see page 5); and have available paint samples, product samples, construction materials etc. for review during your scheduled site visit.

Paint – list brand, color name, color number and sheen/finish e.g. (Sherwin-Williams, Mink #6004, Satin)

Please have a 2’x2’ paint sample board prepared for SARB site visit.

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Materials – include product names, manufacturers, colors, dimensions etc: \_\_\_\_\_

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**C. Additional Information and Notes for Consideration**

1. Will a building permit(s) be required for improvements? Yes \_\_\_\_\_ No \_\_\_\_\_

2. Will the desired improvements need to meet codes? Yes \_\_\_\_\_ No \_\_\_\_\_

*[To inquire, contact: City of Franklin Development and Building Services: (615) 794-7012]*

3. If using a contractor, is the contractor/business licensed, bonded and insured? Yes \_\_\_\_\_ No \_\_\_\_\_

*[To find out if a contractor is licensed by the Tennessee Dept. of Commerce and Insurance, go to <http://verify.tn.gov/>]*

4. Are fences and/or walls part of the desired improvements? Yes \_\_\_\_\_ No \_\_\_\_\_ If yes, will new fences and/or walls intersect with existing fence lines or walls? Yes \_\_\_\_\_ No \_\_\_\_\_

5. Where applicable, have you confirmed that property lines and corner markers have been properly identified and marked by you or by a survey team? Yes \_\_\_\_\_ No \_\_\_\_\_ N/A \_\_\_\_\_ Will you confirm that such information will be made available during the SARB site visit to illustrate boundaries and/or to meet any easement or setback requirements? Yes \_\_\_\_\_ No \_\_\_\_\_ N/A \_\_\_\_\_

6. Where applicable, per Tennessee law, has the FREE underground utility notification center (811) been contacted to protect you and your property against underground utility damage or liability?

Yes \_\_\_\_\_ No \_\_\_\_\_ N/A \_\_\_\_\_

D. Neighbor Awareness Form

As a courtesy to neighboring property owners, please obtain required signatures. SIGNATURES INDICATE AWARENESS. They do not indicate approval or disapproval of the proposed improvements; however, neighbors can provide comments and feedback or voice concerns and objections. Applicable property-line and/or easement issues MUST be discussed with neighbors.

Neighboring, Adjoining, Facing or Impacted Properties

1. Print Name: \_\_\_\_\_ Address: \_\_\_\_\_

Does your property adjoin or directly view proposed improvement? Yes \_\_\_\_\_ No \_\_\_\_\_

Have property-line or easement issues been discussed? Yes \_\_\_\_\_ No \_\_\_\_\_ N/A \_\_\_\_\_

Neighbor's comments/feedback/concerns: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

2. Print Name: \_\_\_\_\_ Address: \_\_\_\_\_

Does your property adjoin or directly view proposed improvement? Yes \_\_\_\_\_ No \_\_\_\_\_

Have property-line or easement issues been discussed? Yes \_\_\_\_\_ No \_\_\_\_\_ N/A \_\_\_\_\_

Neighbor's comments/feedback/concerns: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

3. Print Name: \_\_\_\_\_ Address: \_\_\_\_\_

Does your property adjoin or directly view proposed improvement? Yes \_\_\_\_\_ No \_\_\_\_\_

Have property-line or easement issues been discussed? Yes \_\_\_\_\_ No \_\_\_\_\_ N/A \_\_\_\_\_

Neighbor's comments/feedback/concerns: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

*Please duplicate this page if additional signatures are needed.*

### E. General Conditions

Please check your awareness and acceptance of each of the general conditions below.

- 1. No work on this project shall begin until written approval has been received.
- 2. Approval of plans is not authorization to revise the original application; any variation from the original application must be resubmitted for approval.
- 3. SARB approval does not waive any Federal, State, City or local regulations.
- 4. SARB approval does not constitute acceptance of technical or engineering specifications; and neither SARB nor the HOA assumes any responsibility for such.
- 5. SARB approval is contingent upon construction/alteration/addition being completed in a skilled manner and consistent with WillowSprings' standards.
- 6. Upon approval, work must be completed within 6 months (180 days); if work is unable to be completed within the allotted time-frame, a request for an extension must be made by the Management Company.
- 7. Any and all building permits will be obtained before work commences.
- 8. Property owner will provide neighbors and SARB with applicable property-line/easement maps.
- 9. Work will be done within city ordinance work hours: 7am-6pm, Monday-Friday.
- 10. Upon completion of an approved project, notification to the Management Company is required. SARB will schedule a final site visit/inspection to close-out the Improvement Application.
- 11. Property owner is financially responsible for any property damage in the course of the approved project improvement to any adjoining property or common area property.
- 12. The use of neighbor or common-area property for access is not permitted unless express permission is granted in advance and in writing.
- 13. Building materials or equipment may not be stored on or obstruct streets, alleyways, walkways, common areas or neighboring property.
- 14. The owner(s) shall hold harmless, indemnify and defend the WillowSprings Homeowners' Association and its officers, directors and agents from and against any expenses, claims, damages, losses or other liabilities, including without limitation; attorneys' fees and costs of litigation incurred by the WillowSprings Homeowners' Association, arising out of (i) any part of the alterations/improvements which violates any governmental law, code, ordinance, or regulation; ii) the adequacy of the plans or specifications submitted by the owner(s) in connection with this application; and (iii) the construction of the alterations/improvements.

Owner Signature \_\_\_\_\_

Date \_\_\_\_\_

F. Grid and Attachments

Use this grid to illustrate dimensions and locations of proposed improvement(s); or attach you own drawings, blueprints or photos. For clarification during the application review process and to speed the approval process, include as much detail as possible. Reference property lines or easements when applicable. Attach additional pages if needed.
