



## Additions & Add-Ons Application

Revised 2/11/2022

1. Any addition to existing homes must be constructed of the same roof, exterior and foundation materials.
2. All said structures and improvements must meet any and all Spring Hill Building Codes. Any required building permits must be purchased from Spring Hill prior to commencement of construction of said structure or improvement. You can download the building permit at:  
<https://www.springhilltn.org/430/Permit-Applications-Inspection-Information>
3. Property pins must be exposed, marked and surveyed and the proposed work area marked for on-site approval.
4. Location of said structures or improvements is subject to conditions, easements and all matters shown on plat, subdivision requirements, and zoning ordinances of Spring Hill.
5. Homeowner assumes all responsibility for the construction or installation of said improvement and for verifying that there are no encroachments on and/or over property lines, easements and setbacks.
6. Upon submission of all required documentation for review and approval, the Williams Park HOA Board of Directors or the appointed Architectural Control Committee (ACC) has up to thirty (30) days to respond to homeowner.
7. Homeowner must receive written approval from the Williams Park HOA Board of Directors or the appointed Architectural Control Committee (ACC) prior to beginning any construction or installation of any structure or Improvement.
8. All other structures and improvements for which specific guidelines have not been given must be completed within thirty (30) days of the date construction and/or installation begins unless otherwise extended by the Williams Park HOA Board of Directors or the appointed Architectural Control Committee (ACC).
9. Williams Park HOA Board of Directors or the appointed Architectural Control Committee (ACC) may modify or change these guidelines when it is deemed to be necessary to promote the "harmony of exterior design and general quality with the existing standards of the existing standard of the neighborhood and as to location in relation to surrounding structures and topography" (Article IX, Section 1, page 17).



10. Williams Park HOA Board of Directors or the appointed Architectural Control Committee (ACC) shall be the sole arbiter of such review and approval and may withhold its approval for any reason, including purely aesthetic reasons (Article IX, Section 1, page 17).
11. Homeowners must submit by email or mail the following:
  - a. Final plans and specifications showing the nature, kind, shape, height, materials, basic exterior finishes and colors, floor plan, and front, side and rear elevations of said structure or improvement.
  - b. Accurate and legible plot plan/site drawing showing proposed location of the structure or improvement.
  - c. Names of the builder, general contractor and all subcontractors constructing or installing said structure or improvement.

**Notes:**



Name:

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Address:

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Phone:

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Email:

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Contractor Name:

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Contractor Phone:

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Contractor Email:

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Scope of Work:

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By signing this form you agree to the terms of this form.

Print Name:

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Signature:

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Date:

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**PLEASE INCLUDE A SCAN OR PHOTO OF THE FOLLOWING WITH THIS APPLICATION:**

- CITY BUILDING PERMIT
- PLANS/DRAWINGS OF ADDITION FROM CONTRACTOR

Email application and the above forms to Anthony Roselli at [aroselli@wmco.net](mailto:aroselli@wmco.net)

Or mail to:

Williams Park HOA  
Attn: Anthony Roselli  
109 International Drive  
Suite 220  
Franklin, TN 37067