

## SUMMARY GRAN VISTA APPLICATION FOR EXTERIOR CHANGES AND THE DECISION PROCESSES

FOR FULL SPECIFIC GUIDELINES REFER TO

[www.granvista.eu](http://www.granvista.eu)

important information

The Guidelines Secretary administers the Application process assisting the Applicant, the Phase President, Zona Central and the Guidelines Group

HOUSE OWNER

IDEA OF CHANGE  
STANDARD EXAMPLE FOUND  
IN GUIDELINES  
SEND APPLICATION  
TO GUIDELINES SECRETARY

SECRETARY

Copies ARCHITECT and  
PHASE PRESIDENT

SECRETARY assists in sending  
copies in all process steps

### STANDARD (application process)

ARCHITECT TO DECIDE ON CERTIFICATE OF COMPLIANCE

ARCHITECT

CERTIFICATION (= Positive)

Copies (including Application): Applicant,  
Phase President, Guidelines Group

TO CONCERNED NEIGHBORS AND  
PHASE PRESIDENT FOR OPINIONS

NO NEIGHBOR OR PRESIDENT NEGATIVE

APPLICATION APPROVED

Copies: Applicant; Phase President,  
Guidelines Group; Architect

ARCHITECT

CERTIFICATION (= Positive)

Copies (including Application): Applicant,  
Phase President, Guidelines Group

TO CONCERNED NEIGHBORS AND  
PHASE PRESIDENT FOR OPINIONS

NEGATIVE NEIGHBOR OR PRESIDENT

DECISION BY PHASE

Copies: Applicant; Phase President,  
Guidelines Committee; Architect

ARCHITECT

NON - CERTIFICATION

= APPLICATION NOT APPROVED  
Copies (including Application): Applicant,  
Phase President, Guidelines Group

(APPLICANT TO CONSIDER  
APPLICATION FOR NON-STANDARD  
PROCESS)

ARCHITECT = GUIDELINES ARCHITECT  
SECRETARY = GUIDELINES SECRETARY

Archivation Guidelines Secretary and Phase Secretary

HOUSE OWNER

IDEA OF CHANGE  
STANDARD EXAMPLE NOT FOUND  
IN GUIDELINES  
SEND APPLICATION  
TO GUIDELINES SECRETARY

SECRETARY

Copies: PHASE PRESIDENT; ARCHITECT  
and GUIDELINES GROUP

### NON-STANDARD (application process)

ARCHITECT GIVING OPINION  
ON APPLICATION

Copies (including Application): Applicant,  
Phase President and Concerned Neighbors

FOR OPINIONS

OPINIONS FROM ARCHITECT, CONCERNED  
NEIGHBORS AND PHASE PRESIDENT SENT  
TO GUIDELINES GROUP FOR ITS  
RECOMMENDATION TO ZONA CENTRAL  
WHICH IS SENT TO  
Zona Central President, Applicant,  
Phase President, Architect

ZONA CENTRAL DECISION 1)

Copies: Applicant; Phase President, Guidelines  
Group; Architect, Phase Secretary

DECISION ON ADDITION TO GUIDELINES ?

1) Negative neighbor or president >> phase decision

Copies: Appl., Phase Pres. Guidl. Com. Architect

Archivation Guidelines Secretary  
and Phase Secretary