



Architectural Modification Request Form

Owner Name: _____ Date: _____

Property Address: _____ Contact Phone: _____

Association Name: _____ Email: _____

County Name: _____

Describe Proposed Modification:

Proposed Start Date: _____

Proposed Completion Date: _____

Work done by myself: _____ Work done by contractor: _____

Contractor Name: _____

Contact information: _____

Required Submittals:

Materials: type, color, stain, paint chips, roof type, fence type, size, dimensions

Improvement drawing attached:	Yes _____	No _____
Survey of your property attached:	Yes _____	No _____
Drainage Improvements included:	Yes _____	No _____
Access required across common area:	Yes _____	No _____
County permit obtained:	Yes _____	No _____

Notes:

- Architectural modifications can take 30 days to process. Do not start without written Association approval.
- All permits are responsibility of the property owner. County or city approval does not constitute Association approval.
- Damage to adjoining lots or common area is the owner's responsibility.
- Owner is responsible to reimburse the Association for damage to common area caused by any reason, including drainage problems
- Mechanical equipment, pumps and motors must be placed to prevent excessive noise to the neighbors
- Attaching fences to the neighbor's existing fence or posts must be obtained from the neighbor
- No modification placed on the ground shall extend higher than six feet or above the fence, whichever is greater
- All improvements must be made within any written Association guidelines
- You may purchase any brand paint, but the color must be converted to Sherwin Williams paint code for review by the committee. All major manufacturers can convert the code to Sherwin Williams.
- Requesting to repaint your house its existing color is not allowed. Paint fades over time. Choose a color and submit it with your application.
- Materials may have to be submitted in person to the committee if not able to be presented another way. Roof shingles, HardiPlank, fence sections, lighting, etc. Owner must arrange meeting with ACC in this circumstance.
- Landscape modifications must be submitted on a drawing showing plant types, location, number, trees by species.
- Hardscape improvements involving poured concrete or other impervious surfaces must include information about necessary drainage improvements
- Retaining walls must be submitted in dimensional and material detail.
- No modification will be approved that causes or may cause erosion on a neighbor lot. Pine straw alone is not a solution for erosion.
- All improvements must be within setbacks established by the County
- All fence installations must be on the property line unless otherwise approved by the Association due to topography or similar.
- No modification can be installed in a drainage easement or in such a manner to interfere with drainage swales, drainage inlets of the developer's original drainage system. See your recorded property plat for details or obtain one from the County.
- Outdoor sound systems may not be installed to interfere with neighbor quiet enjoyment

While neighbor approval is not required to obtain ACC approval, consideration of the impact of your improvement on neighboring lots is considered by the ACC. Owners should discuss any potential impact on the neighbor as a courtesy but is not required.

The thirty-day time frame for approval begins after the application is fully and completely submitted, all details necessary to act on it.

Modifications must be installed as approved by the ACC. An inspection of the improvement will be made upon completion to assure the modification has been done to specification.

Improvements made without approval are subject penalties and fines up to and including removal.