Request for Modification Review Process
Fence - Example

Review the Design Guidelines for your community to determine the pre-approved fence styles.

You will need to include the following with the modification request submittal.

- Modification Request Form filled out completely with signatures of *all* homeowners at your residence.
- Signatures from neighbors of *all* adjoining lots. Include the lot numbers & mark as "vacant" if lot not occupied.
- Scope of work from contractor with specific details to include dimensions, color, materials, etc.
- Plat/Survey *marked* where the structure will be built on the property (Example of Plat/Survey below)
    - Plat/Survey may be included in closing paperwork, ask your sales agent for a copy, have a survey done, or obtain copy of plat from Superior Court.
- Picture of what the finished product will look like.

Once your modification request packet is completely ready, scan and forward all documents and pictures ***in one pdf file*** to my attention via email. Then, I'll submit to the board to review for approval. The board has up-to 45 days to review modification requests for approval. Do **not** have contractors begin work until you've been provided a formal approval.

Submit completed packet with all required documents to:

Angela West, Community Manager
E: AngelaWest@FieldstoneRP.com
F: 678-819-5366.

Be advised fence must be stained within 90 days of installation

See the *example* packet below.

Request for Modification Review
Fence - Example

SOMERDALE HOMEOWNERS ASSOCIATION - REQUEST FOR MODIFICATION REVIEW

Name____**Your Name**_____ Date_____

Address___**123 Your Street**_____Home Phone_____

City/State/Zip__**Your City, GA**_____ Email Address__**homeowner@gmail.com**____

Community ___**Your Community**_____Lot/Block__**101**_____

Requests must include, without limitation, the following information: site plan (including all dimensions), color chips (if applicable), detailed description of request, list of materials, pictures, and any other information as specifically required below or as required by the Design Guidelines approved for the community.

Description of Modification Requested:
_____**Install 6' wooden privacy fence.** _____
_____

Estimated Start Date___**3/10/17**_____ Estimated Completion Date___**3/17/17**_____

Acknowledgment of Adjacent Homeowners **(all homeowners sharing common boundary line)**: This acknowledgement will be considered by the Covenants Committee but will not be binding upon the Covenants Committee. No application will be considered unless this section is completed, or the Applicant Homeowner has made a reasonable effort, in the sole discretion of the Board, to have this section completed.

Signature ___**Neighbor 1**_____ Lot (_**100**_) In Favor Of (_**X**_) Not In Favor Of (___)
Signature ___**Neighbor 2**_____ Lot (_**102**_) In Favor Of (_**X**_) Not In Favor Of (___)
Signature _____ Lot (_____) In Favor Of (___) Not In Favor Of (___) ***Mark vacant if lot not occupied.**

Under each of the most common headings below, all the items listed must be submitted. Please refer to the Covenants for other necessary information required for modifications such as detached structures, outdoor play equipment, pools, etc.:

____ **Patio or Walkway**
- _____ Lot survey denoting location
- _____ List of materials to be used

____ **Exterior Decorative Objects, Front Porch Flower Pots, Lighting, Etc.**
- _____ Description of object _____
- _____ Location and picture or sketch of object

____ **Garden Plot**
- _____ Location and size of garden
- _____ Type of plants to be grown

____ **Play Houses**
- _____ Location (must have minimum visual impact on adjacent properties)
- _____ Size and Sketch
- _____ Materials (in most cases, material used **should** match existing materials of home)

____ **Private Pool – requires building permit**
- _____ Picture or drawing of pool type.
- _____ Dimensions (maximum size 1,000 square ft.)
- _____ Color (must be blue or white).
- _____ Site plan denoting location.
- _____ Type of lighting source.
- _____ Landscape plan
- _____ Approved building permit

Initials **Fencing – requires building permit if required by County or proof of no requirement by County**
- __X_____ Picture or drawing of fence type.
- __X_____ Dimensions (maximum height may not exceed 6 feet; maximum span between posts shall be ten feet).
  Many times, your contractor will provide a document similar to the Site Plan Sample below.
- __X_____ Color **Submit swatch of color/stain if desired. Please review Design Guidelines for stain requirements.**

__X_____ Site plan denoting specific location of fence install. **Plat or Survey (may be in closing paperwork, ask sales agent, have survey done, or can be obtained from Superior Court).**
__X_____ Crossbeam structure must not be visible from any street (must face inside toward yard).
__X_____ Materials
__X_____ All nails, screws or fasteners shall be aluminum or hot-dipped galvanized.
__X_____ All posts shall be anchored in concrete.
__X_____ Approved building permit **If required by city/county.**

____ **Exterior Landscaping and Maintenance**
_____ Landscape plan denoting plant material and location

____ **Deck/Porch- requires building permit**
_____ Picture or Drawing (deck must match any existing deck).
_____ Dimensions
_____ Color (must be natural or painted to match exterior color of home).
_____ Site plan denoting location (in most cases may not extend past sides of home).
_____ Materials (must be cedar, cypress or No. 2 grade or better pressure-treated wood).
_____ Approved building permit

____ **Exterior Building Alterations**
Paint (Submit only if other than original paint color)
_____ Color
_____ Area of home to be repainted.
_____ Photograph of your home plus homes on either side (in most cases adjacent homes cannot be painted the same colors).

Storm Windows/Doors
_____ Picture or drawing of all windows/doors on which storm windows/doors will be installed.
_____ Picture depicting style of storm window/door to be installed.
_____ Color (window/door trim must be baked enamel and color must be compatible with primary and trim colors).

Building Additions – requires building permit
_____ Location of addition and size of lot.
_____ Size, color, and detailed architectural drawing of addition.
_____ Materials (material used **must** match existing materials of home).
_____ Approved building permit

Please submit your request to Maethea Rodgers, Association Manager
via email at maethearodgers@fieldstonerp.com or via fax at 678-819-5366.

Note: I understand and agree that no work on this request shall commence until written approval of the Covenants Committee has been received by me. I represent and warrant that the requested changes strictly conform to the community Design Guidelines and that these changes shall be made in strict conformance with the Design Guidelines. I understand that I am responsible for complying with all city and county regulations.

Neither Fieldstone Realty Partners, LLC, the Association Board of Directors, the Association Advisory Committee or the Association Covenants Committee nor their respective members, Secretary, successors, assigns, agents, representatives or employees shall be liable for damages or otherwise to anyone requesting approval of an architectural alteration by reason of mistake in judgment, negligence or non-feasance, arising out of any action with respect to any submission. The Architectural Review is directed toward review and approval of site planning, appearance and aesthetics. None of the foregoing assumes any responsibility regarding design or construction, including, without limitation, the structural integrity, mechanical or electrical design, methods of construction, or technical suitability of materials. I hereby release and covenant not to sue all of the foregoing from/for any claims or damages regarding this request or the approval or denial thereof.

Owner's Signature ___*Homeowner Signature*_____ Date __**1/1/17**_____

FOR ARCHITECTURAL CONTROL COMMITTEE USE Approved By: _____
Covenants Committee Member

Date Received _____

Approved _____ Not Approved _____ Conditions _____
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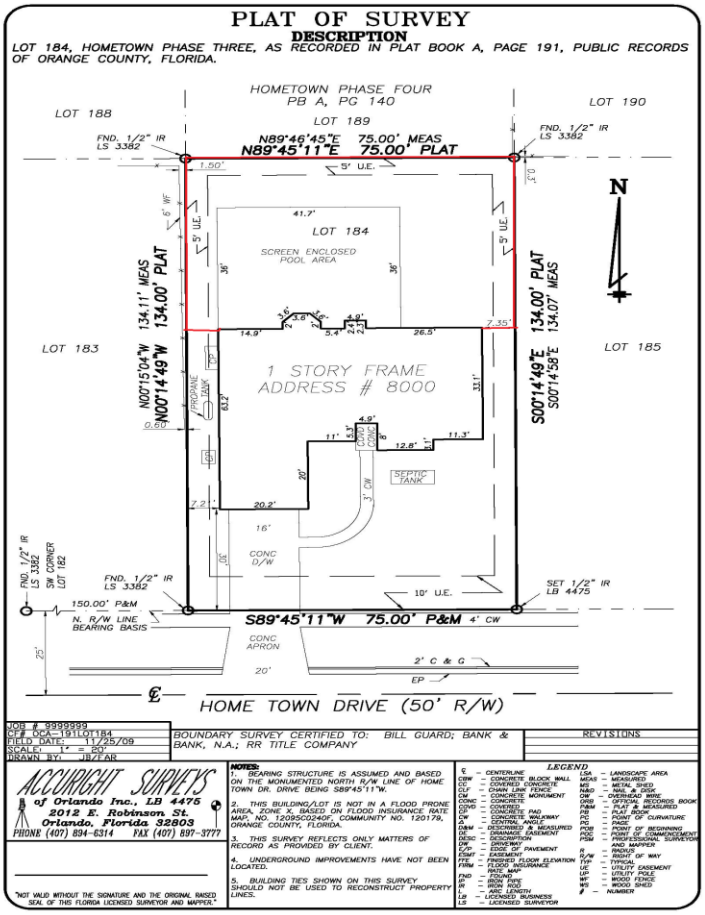
Comments:
_____
_____
_____
_____

Example: Picture of Fence Style

Sample Lot Survey/Site Plan:
Please denote the desired location of the fence on your survey. The location of the fence is marked in red on this example survey.