

**PROVENCE HOMEOWNERS ASSOCIATION, INC.
REQUEST FOR MODIFICATION REVIEW**

Date _____

Name _____

Address _____ Lot # _____

Best Phone Number to reach you: _____

Email: _____

ALL APPLICATIONS MUST BE RECEIVED BY THE ARCHITECTURAL CONTROL COMMITTEE AT LEAST 30 DAYS PRIOR TO THE PROJECTED START DATE. YOU DO NOT HAVE PERMISSION TO BEGIN YOUR REQUEST UNTIL YOU RECEIVE WRITTEN DECLARANT APPROVAL. Upon receipt, the completed signed application and supporting documents will be forwarded to the Covenants Committee & DECLARANT for review. Please allow up to thirty (30) days as outlined in the Declaration for a decision to be granted on your request. A written letter will be mailed notifying you of the decision.

All requests must include, without limitation, the following information: site plan, color chips (if applicable), detailed description of request, list of materials, pictures (if applicable), and any other information as specifically required below or as required by the Design Guidelines approved for the community. The 30-day review period does not begin until the Committee has received all information necessary to process the application.

(Please mark selection with an X)

_____ **FENCES:** *Chain link and Barbed Wire Fences are prohibited.* Fences shall be erected in the rear yard only and shall be located on or within the property lines.

Please include all the following supporting documentation: 1- survey showing property lines. 2- A drawing showing where the fence will be built in relation to the house. This should include height of fence, length, post finishes, gate placement (required), as well as identification of fencing materials to be used. *Crossbeam structure must not be visible from any street (must face inside toward yard).* All nails, screws or fasteners shall be aluminum or hot-dipped galvanized. All posts shall be anchored in concrete

Please indicate the height below:

_____ 4 foot _____ 5 foot _____ 6 foot

_____ **LANDSCAPING (planting beds, gardens, trees, etc.):** Please include photos and/or drawings of the landscape area. Please provide plant/bush type if you are installing new materials. Location of all material must be shown on survey plat.

_____ **HARDSCAPES (fire pits, fire places, retaining walls, etc.)** Please include photos and/or drawings of items to be constructed. A list of materials used must also be submitted. Please mark on your survey plat where these items will be built/installed in relation to home.

_____ **EXTERIOR DECORATIVE ITEMS (Front Porch Flower Pots, Lighting, Etc.):** Provide description of object; show proposed location on survey plat; and picture or sketch of item.

_____ **POOLS & SPAS:** Please provide all the following supporting documentation:

- 1- A photo of manufacturer style and number of pool/spa.
- 2- A detailed drawing (artist rendering) showing placement of pool/spa in relation to the house.
- 3- Detailed landscaping plan showing plant material placement. **All pools/spas must be sufficiently screened from view.**
- 4- Survey of lot showing property lines and where pool/spa will be located.
- 5- If you are installing decking, please provide an artist rendering and be sure to include the dimensions of the deck, material type and stain color and sample.
- 6- If you are installing railing, you must provide a photo of the railing and include a detailed drawing with the dimensions.

_____ **RECREATIONAL EQUIPMENT (Play sets, basketball goals, trampolines):** Please include all the following supporting documentation:

- 1- A photo of the equipment.
- 2- Specific manufacturer name, number and type of equipment.
- 3- A drawing or photo showing where the equipment will be placed in relation to the home. (marked on your plat)

_____ **REPAINTING (submit only if other than original paint color)** Please include paint manufacturer, type and color along with color paint samples indicating with where the color will be placed, (i.e., body, trim, shutter, front door, siding, garage doors, gutters); photos of home as well as homes on either side. Duplication of colors on adjacent homes might not be approved. Please provide a painted 18" X 18" sample on the home, or on separate material for review- a member of the covenants committee will pick up these items.

_____ **WINDOWS/DOORS:** Window/door trim must be compatible with primary trim colors. Please provide the following additional information:

- 1- Please provide pictures or photos depicting style of windows/doors to be installed along with photo of existing windows/doors.
- 2- Provide color chips of proposed trim color of doors/windows.

_____ **ROOFING: (submit only if style & color are different than the original)** Please include the manufacturer type and color of the roofing material. Please supply a photo of the shingle color you wish to use. (Please do not remit actual roofing shingles. Email color scans of shingle or links to manufacturer's website will suffice.)

_____ **STRUCTURAL ADDITION/MODIFICATION (decks, patios, walkways, porch rails, enclosed patios, trashcan screening, etc.):** Please include the following supporting documentation:

- 1- Survey showing property lines & where all items will be constructed on lot in relation to home.
- 2- Detailed drawing/plans showing the dimensions and final look of the project.
- 3- City/County building permits.
- 4- Detailed information on material used, paint manufacturer, color number and paint chip samples.

_____ **TREE REMOVAL:** Please include either a photo or sketch showing where the trees are currently located. If you are planning to replace the trees, please note on the application the type of tree/plant material that will be replacing the removed trees and the timeframe of the new installation.

ADDITIONAL COMMENTS: _____

PROJECT START DATE: _____ **ESTIMATED COMPLETION DATE:** _____

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. I understand if construction does not commence on a project for which plans have been approved within 12 months of such approval, such approval shall be deemed withdrawn, and Owner must resubmit plans for reconsideration.

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 _____ **Date** _____

Please return completed application to Sarah Mitchell: sarahmitchell@fieldstonerp.com

**Or mail to: Fieldstone Association Management
2675 Paces Ferry Rd., Ste. 125
Atlanta, GA 30339.**

MODIFICATION REVIEW RESPONSE

TO BE COMPLETED BY COVENANTS COMMITTEE

Date Received: _____

Date Reviewed: _____

Signature: _____

Action:

_____ Approval Recommended

_____ Conditional Approval Recommended

_____ Disapproval Recommended

_____ Returned for insufficient information on (Date) _____

Comments: _____

TO BE COMPLETED BY DECLARANT/ARCHITECTURAL REVIEW BOARD

Date Received: _____

Date Reviewed: _____

Signature: _____

Action:

_____ Approved as submitted

_____ Conditionally Approved

_____ Disapproved

_____ Deferred until _____

_____ Returned for insufficient information (Date)

Comments: _____
