

**CHATSWORTH MANOR
REQUEST FOR MODIFICATION REVIEW**

PER ARTICLE 6.2, THIS APPROVAL MAY TAKE UP TO 45 DAYS FOR APPROVAL AFTER ALL REQUIRED INFORMATION IS RECEIVED

Name	Date
Address	Lot and Phase
City, State Zip	Phone Number
Email(s)	

Please provide the Architectural Control Committee with all information necessary to evaluate the request thoroughly and quickly. 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 (if applicable), and any other information as specifically required below or as required by the Design Guidelines approved for the community. Modifications without approval from the Committee are a violation of the Covenants and may result in fine and legal action by the Association.

Description of Modification Requested

Estimated Start Date _____ Estimated Completion Date _____

Acknowledgment of Adjacent Homeowners (*all homeowners sharing common boundary line, or those with a direct view*) will be considered by the Architectural Control Committee but will not be binding upon the 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.

Lot	Signature	In favor of <input type="checkbox"/>	Not in favor of <input type="checkbox"/>
Lot	Signature	In favor of <input type="checkbox"/>	Not in favor of <input type="checkbox"/>
Lot	Signature	In favor of <input type="checkbox"/>	Not in favor of <input type="checkbox"/>

Under each of the most common categories 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. **Incomplete requests will be disapproved.**

LANDSCAPING, including gardens, landscape blinds, landscape edging

Asbuilt/HLP/Lot Plat/Survey
**identify location of landscaping modification*

Description: _____

Photo(s) of the requested location(s) to be modified

Plan denoting hardscape/plant materials, location and quantities

EXTERIOR LIGHTING, including exterior and landscape lighting

Description: _____

Number of lights: _____

Photo(s) of the requested location(s) of the lighting

Photo of the lighting

EXTERIOR DECORATIVE OBJECTS, including planters, statuary

Description: _____

Photo(s) of the requested location(s) of the object(s)

Photo(s) of the object(s)

FENCING, including fenced blinds

Fencing must conform to the standards stated in the Design Guidelines

Fence type: _____

Height and maximum width of spans: _____

Color/stain: _____

Fence beams must be inside facing (*interior*), not visible to streets or lots

Asbuilt/HLP/Lot Plat/Survey
**identify location of fencing and existing neighboring fencing*

Permit (*if applicable*)

Materials: _____

All nails, screws or fasteners shall be aluminum or hot-dipped galvanized

All posts shall be anchored in concrete; ground clearance must be 2 inches

DRIVEWAY, PATIO or WALKWAY

Asbuilt/HLP/Lot Plat/Survey
**identify location of driveway/patio/walkway modification*

Photo(s) of the requested location(s) to be modified

Materials: _____

PLAY EQUIPMENT, including basketball goals

- Asbuilt/HLP/Lot Plat/Survey
**identify location of play equipment modification*
- Location must have minimum visual impact
- Photo example of modification, requested location
- Materials used should match existing materials of home

PRIVATE SWIMMING POOL, including hot tubs

- Asbuilt/HLP/Lot Plat/Survey
**identify location of pool, pool deck and pool equipment*
- Pool type: _____
- Dimensions (maximum size 1,000 sq ft): _____
- Color (must be white or blue): _____
- Lighting (if any): _____
- Permit
- All pool related landscaping modifications must meet requirements of the Landscaping category

DECK or PORCH, including screened porches

- Asbuilt/HLP/Lot Plat/Survey
**identify location of deck/porch modification*
- Photo of the location of the deck/porch
- Design rendering or scope of work
- Dimensions: _____
- Color must be clear or stained to match existing color scheme
- Color code: _____
- Materials must be Cedar, Cypress or No. 2 grade or better PT-wood
- Permit

STORM DOORS and WINDOWS

- Description and photo example of the storm door/windows including color
- Color must be compatible with existing primary and trim colors
- Photo(s) of the requested location(s) to be modified

EXTERIOR BUILDING ALTERATIONS, including painting and roofing

- Colors/Materials to be used that are different than those existing
- Paint Brand, color name(s) and color code(s)
- Photos of your home and the homes on either side and those facing (in most cases adjacent/facing homes cannot be painted the same)
- Permit (if applicable)

BUILDING ADDITIONS

- Asbuilt/HLP/Lot Plat/Survey
**identify location of building addition*
- Photo(s) of the requested location(s) to be modified
- Photo(s) from the location of the area to be modified of adjacent lots
- Scope of work from contractor
- Size, color, and detailed architectural drawing of addition
- Exterior materials used must match existing exterior materials of home
- Permit

**** Submit this form and all documents to the Association Manager in one email/file ****

Owner Acknowledgement: 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 Architectural Control 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 nonfeasance, 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 Signature _____

Date _____

ARCHITECTURAL CONTROL COMMITTEE USE		Approved <input type="checkbox"/>
Date Received _____	Reviewed by _____	Approval stipulations <input type="checkbox"/>
Approval stipulations or comments _____ _____ _____		Not approved <input type="checkbox"/>