

Request for Modification Review Example

- REQUEST FOR MODIFICATION REVIEW

Name Your Name Date 1/1/17

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 ()

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

Fencing – requires building permit if required by County or proof of no requirement by County

Picture or drawing of fence type.
 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 one below.
 Color ***Submit swatch of color/stain if desired. Can also be submitted at a later date.**
 Site plan denoting location
 Crossbeam structure must not be visible from any street (must face inside toward yard).
 Materials

_____ All nails, screws or fasteners shall be aluminum or hot-dipped galvanized.
_____ All posts shall be anchored in concrete.
_____ 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 your Community Manager via email.

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 _____

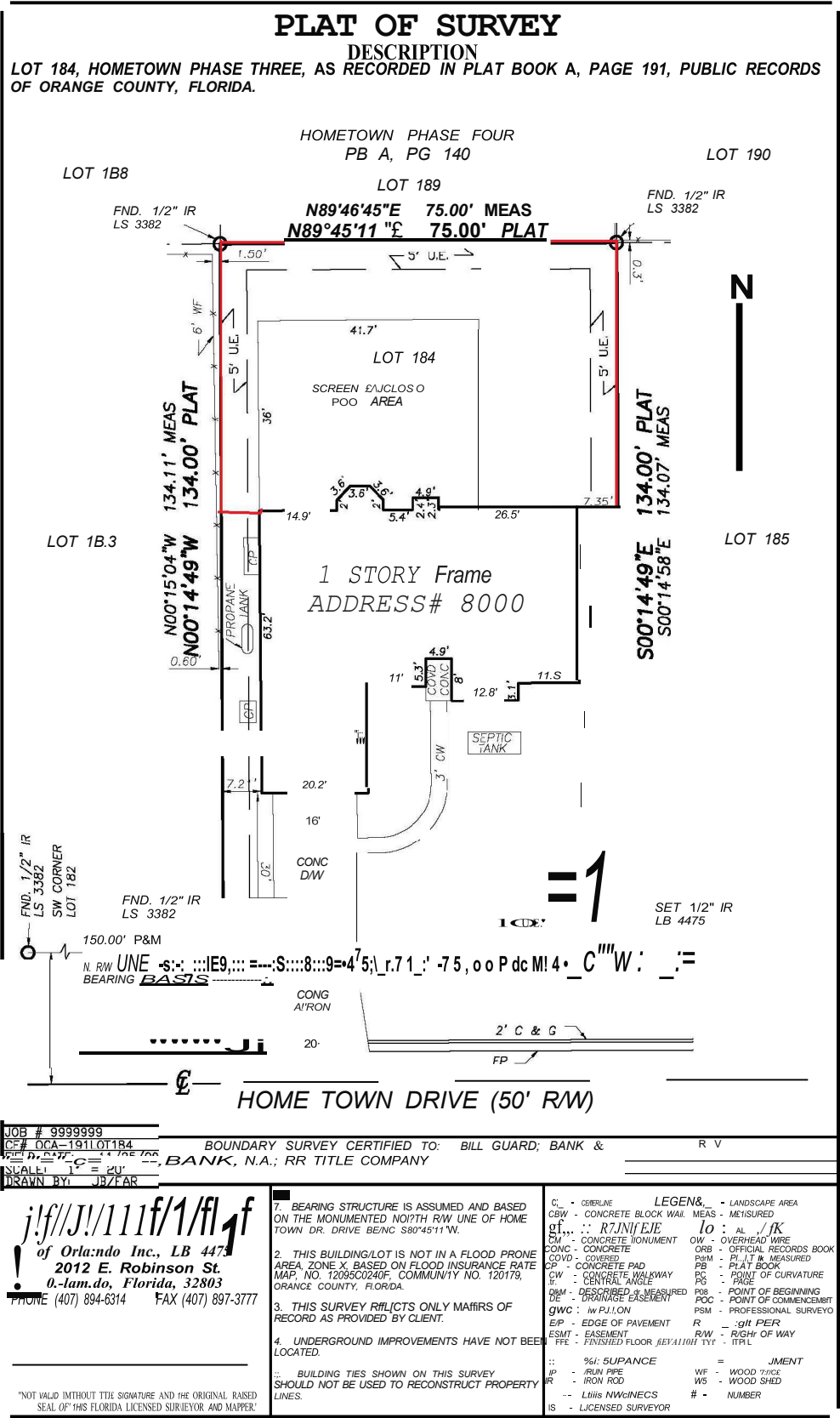
Approved _____ Not Approved _____ Conditions _____

Comments:

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.



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Community ____ Your Community _____ Lot/Block_101_____

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Paint exterior of home

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Color

Site plan denoting location

Crossbeam structure must not be visible from any street (must face inside toward yard).

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

FOR ARCHITECTURAL CONTROL COMMITTEE USE

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Covenants Committee Member

Date Received _____

Approved _____ Not Approved _____ Conditions _____

Comments:

Desired Color:

Provide a picture (in color), swatch, or website link to the desired paint color(s).
Note which area of your house each color is for - i.e. what color is for siding, garage doors, front porch, trim, shutters, front door, etc.

**Please note that the colors used below are not preapproved. This document is intended to provide an example of a complete exterior paint modification request package.*



Siding: Medici Ivory SW7558
Trim: Pure White SW7005
Shutters: Hunt Club SW6468

Photographs of Homes:



Neighbor on left: 123 Main Street



My Home: 125 Main Street



Neighbor on right: 127 Main Street