



ARCHITECTURAL MODIFICATION REQUEST

INSTRUCTIONS

1. Complete, sign, and date the Architectural Modification Request form with all applicable documentation.
2. Please allow the maximum time, as noted in your covenants, for review of this request. You will be notified in writing, via email or U.S. mail, of approval or disapproval.
3. Requests must include, without limitation, the following information: site plan (including lot and house dimensions), construction plans and details, color chips, material list, information required by the covenants and architectural guidelines, pictures of similar modifications (if applicable) and any other information that may help represent your modification and assist with the review process.
4. Please return the completed request with all applicable documentation to your manager via email, fax or U.S. mail.

REQUEST FOR MODIFICATION REVIEW

Neighborhood Name: CHATTAHOOCHEE RUN & POINT

❖ Instructions for Completing Request for Modification Review Form: Please complete this one-page form. The attached detail and fencing requirements are for your review only. Forward this completed one-page form and provide all necessary information as directed below. For faster response, please communicate by Email.

Name _____ Date _____
Address _____ Home Phone _____
City/State/Zip _____ Work Phone _____
Email Address _____ Cell Phone _____

Please provide the Architectural Committee with all the information necessary to evaluate the request thoroughly and quickly. Requests must include, without limitation, the following information: Site plan (including dimensions), color chips (if applicable), detailed description of request, list of specific materials, pictures (if applicable), and any other information as specifically required below or as required by the approved Design Guidelines.

MODIFICATION REQUESTED (Include specific details of material, colors, styles, locations, etc.):

- | | | |
|--|---|--|
| <input type="checkbox"/> DECK/PATIO ADDITION | <input type="checkbox"/> RECREATION EQUIPMENT | <input type="checkbox"/> STRUCTURAL MODIFICATION |
| <input type="checkbox"/> FENCE | <input type="checkbox"/> REPAINTING | <input type="checkbox"/> TREE REMOVAL OR REPLACEMENT |
| <input type="checkbox"/> LANDSCAPING | <input type="checkbox"/> ROOF | <input type="checkbox"/> STATUES AND/OR DECORATIONS |
| <input type="checkbox"/> POOL AND/OR SPA | <input type="checkbox"/> OTHER _____ | |

ADDITIONAL DESCRIPTION: _____

ESTIMATED START DATE: _____ ESTIMATED COMPLETION DATE: _____

Please allow the maximum time, up to sixty (60) days as noted in your covenants, for review of this application. Additional information may be required after review. You may be notified by mail or email once this modification is approved or disapproved.

As a courtesy, acknowledgment of Adjacent Homeowners (**all homeowners sharing common boundary line**) is required. This acknowledgement will be considered by the Covenants Committee but will not be binding upon the Covenants Committee. However, no application will be considered unless this section is completed.

Signature _____ Address _____ Approve (___) Disapprove (___)

Signature _____ Address _____ Approve (___) Disapprove (___)

Signature _____ Address _____ Approve (___) Disapprove (___)

I understand and agree that no work outlined in this modification request shall commence until written approval of the Architectural Committee has been received by the property owner. I represent and warrant that the requested modification(s) strictly conform to the Declaration of Covenants, Conditions, Restrictions and Guidelines for the Association. I further understand and agree that as the property owner, I am responsible for complying with all city, county, and state building and zoning regulations. I am responsible for obtaining any permits required to complete this modification request.

The Association Board of Directors, the Architectural Committee nor their respective members, successors, designees or assigns 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 submissions. 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 the foregoing from/for any claims or damages regarding this request or the approval or denial thereof.

HOMEOWNER'S SIGNATURE: _____ DATE: _____

Please submit completed form to:

Email: info@advantage-ga.com

Office: P.O. Box 340, Suwanee, GA 30024

FOR ARCHITECTURAL COMMITTEE USE ONLY:

DATE RECEIVED: _____ DATE REVIEWED: _____

APPROVED NOT APPROVED CONDITIONS APPROVED BY: _____

CONDITIONS, COMMENTS OR ADDITIONAL INSTRUCTIONS: _____

REQUEST FOR MODIFICATION REVIEW

Checklist for Submission

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, tennis courts, etc. These minimum requirements include, but are not limited to:

Patio or Walkway

- _____ Lot survey denoting location
- _____ List of materials to be used

Exterior Decorative Objects, Front Porch Flower Pots, Lighting, etc.

- _____ Description of objects _____
- _____ Location and picture of sketch of object

Garden Plot

- _____ Location and size of garden
- _____ Type of plants to be grown

Playhouses

- _____ Location (must have minimum visual impact on adjacent properties)
- _____ Size and sketch (limited to an area not to exceed 100 square feet)

Private Pool

- _____ Picture of drawing of pool type
- _____ Dimensions (maximum size 1,000 square feet)
- _____ Color (must be blue or white)
- _____ Site plan denoting location
- _____ Type of lighting source
- _____ Landscape Plan

Fencing

- _____ **Include with this application:**
 1. A site plan and an elevation view, brochure or picture of the fence and location of fence on property.
 2. List and specifications of construction materials
 3. Finish type and color
 4. Any additional information as may be required or requested by the ACC
- _____ Please review the attachment "Fence Requirements" for the entire list of specifications and requirements.

Exterior Landscaping and Maintenance

- _____ Landscape plan denoting plan material and location

Deck/Porch

- _____ 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 pine).

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 match existing materials of home)

Outdoor Structures

- _____ Any type of Outdoor Structure that may be desired, must be professionally designed and constructed.
- _____ **Subject to ACC approval. Modification Request form must be submitted with detailed drawing and material list.**

Mailbox Replacement

Include material list and mailbox type. NOTE: All mailboxes and mailbox posts shall be of the same type and color as that originally installed or must be the same brick, stone or stucco as installed on your home.

Other

For any item not included above, please specify what you intend to do, the location of the project on your property and any other necessary information such as a drawing or picture of the item and material list.

Fence Requirements

Fences

- A. Applications must include the following information:
1. A site plan and an elevation view, brochure or picture of the fence;
 2. List and specifications of construction materials;
 3. Finish type and color, and
 4. Estimated start and completion dates;
 5. Any additional information as may be required or requested by the ACC.
- B. All fences shall be constructed of wood or other approved material. All wood material shall be of a type generally utilized for the purpose of fence construction (i.e., oak, pressure treated pine, spruce, cedar, etc.). Chain link and hog wire fences are prohibited. Privacy fences are the only type of fencing allowed. No rail or picket fencing is allowed.
- C. No fence shall be greater than six (6') feet in height or less than three and a half (3 ½') feet in height.
- D. All fences shall have a uniform pattern along the top line (i.e., dog eared, scalloped, bordered lattice, etc.).
- E. All structural and/or framing members shall be installed to the interior of the fence, such that they are not visible from outside the fence or lot.
- F. All wood fences must have a natural or stained finish. Stained finishes must conform to others in the community and must be Colonial style colors or earth tones. No painting of fences is allowed. All fences must be regularly maintained by staining and/or sealing. No fence shall be allowed to reach a state of disrepair.
- G. **All fencing must be installed within the boundaries of Lots** to conform to all governmental setback and other regulations, if any, as well as any requirements of the recorded Plats for the subdivision. Any boundary dispute shall be resolved between the disputing Owners, and shall not be the responsibility of the Declarant or Association. No fence shall be installed forward more than 5' of the rear corners of a home, however, variances may be granted, in the sole discretion of the association board, to allow access to a side door, enclose an air conditioning condenser unit or similar items. Side yards are not typically approved for fencing.
- H. No front yard of any Lot shall be fenced. Corner lots may be considered to have two front yards, therefore front yard rules apply to the yard adjacent to both adjacent streets on corner lots. As a general rule, fences are not allowed in front yards due to fence construction being prohibited forward of the rear corners of the house. However, consideration may be given by the Declarant to the back yard fenced area yielding after rear corners are used and whether the house is situated square with the streets or diagonally placed. The ACC may also consider which street the house faces for address purposes and what appearance results from the other street side. In any event, the fence should be no closer to the side street than the building setback line required by the development plans of the subdivision.
- I. Invisible fences are acceptable but must be installed per manufacturer's standards.