



RETURN THIS FORM TO Burnt Hickory Registry HOA – ACC Modification

c/o All-in-One Community Management, Inc.

5200 Dallas Highway, Suite 200 #266, Powder Springs, GA 30127

Tel: 678-363-6479 / FAX: 678-363-6481 - modifications@allinonemgmt.com

ACC MODIFICATION REQUEST FORM

PROPERTY ADDRESS:

DATE:

HOMEOWNER NAME

PHONE (DAY):

EMAIL ADDRESS

MODIFICATION(S) REQUESTED – USE A SEPARATE FORM FOR EACH REQUEST

Check appropriate box

FENCE(S) Specify materials, style & attach sketch on plat	ROOF Manufacturer, type & color – Provide sample if possible
LANDSCAPING Specify materials & attach sketch	SCREENING Specify material, style & include drawing of elevations
POOL(S) & SPA(S) Attach plans (2 sets)	SCULPTURES/LAWN DECORATIONS Provide complete description, location & photo/picture
RECREATIONAL EQUIPMENT Specify type (play set, trampoline, etc.) & attach sketch with specific location	STRUCTURE ADDITION Provide 2 sets of plan drawings with elevations and include list of materials to be used
REPAINTING Paint Mfg. & Color(s) Provide paint samples & specify areas	STRUCTURE MODIFICATION Provide 2 sets of plan drawings with elevations and include list of materials to be used
OTHER Include detailed description and plans if applicable	TREE REMOVAL Provide sketch with location of proposed tree removal & type of tree

MODIFICATION(S) DESCRIPTION

(Attach additional information as necessary)

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FOR ARCHITECTURAL CONTROL COMMITTEE (ACC) ONLY

Date Received: [] In Person [] By Mail

Date Reviewed:

Date Responded: ACC Reviewer(s):

[] APPROVED [] CONDITIONAL APPROVAL ** [] DISAPPROVED **

**Explanation or Stipulations:

NOTE: Please allow up to thirty (30) days after submission to the ACC in writing. Only one request per ACC form will be accepted.

Remember to submit color samples, drawings, sketches or site plans as applicable. FOR YOUR PROTECTION:

Inquire with your City, County, and/or any other applicable government agency regarding required permits before starting any work on your property involving new construction, alterations, or additions (etc).

APPROVAL OF ANY STRUCTURE OF ARCHITECTURAL CHANGE BY THE ACC IS IN NO WAY A CERTIFICATION THAT THE STRUCTURE FOR ARCHITECTURAL CHANGE HAS BEEN BUILT IN ACCORDANCE WITH GOVERNMENTAL RULE OR REGULATION OR THAT THE STRUCTURE COMPLIES WITH SOUND BUILDING PRACTICE OR DESIGN.

NOTE: Improvement work may not commence without written approval of your community HOA Board and/or ACC.

Unauthorized improvements are subject to removal at the expense of the homeowner.

REQUIRED EXHIBITS AND SUPPORTING DOCUMENTATION.

The supporting documentation listed below must accompany this Architectural review application, as applicable for the proposed change. An application submitted without all required submissions will be considered incomplete. In such case, the Architectural Control Committee's 30 day review period will not commence until all required submissions have been provided. In general, an applicant should provide all documents and exhibits required by Cobb County for the proposed improvements.

- A. Paint or Stain Colors -A sample and model number of the color(s) to be used must be provided, both for repainting or restaining existing improvements and for structural additions, together with a list of existing paint colors on the house or appurtenant structures which will remain unchanged.
- B. Finish Materials -A description and/or sample of all finish materials to be used for the exterior surface of proposed improvements must be provided.
- C. Site Plan -A site plan, drawn to scale, showing the location and dimensions of the proposed improvement, including orientation with respect to the property lines, unit, and adjacent dwelling units must be provided for decks, patios, walls, storage sheds, fences, major landscape changes which require approval, and structural additions to the home.
- D. Architectural Drawings and Plans -Detailed Architectural drawings or plans must be provided for decks, storage sheds, any structural additions to the home and major landscape improvements which would change the topography of the lot or landscape plan originally provided by the builder.
- E. Photographs - The inclusion of photographs is appropriate for exterior lighting fixtures, decorative objects and similar cosmetic additions.
- F. Other Exhibits- Other exhibits may be required in order to permit adequate evaluation of the proposed change.

ESTIMATED STARTING DATE OF CONSTRUCTION: _____

ESTIMATED COMPLETION DATE: _____

NOTES:

- A. Nothing contained herein shall be construed to represent that alterations to lots or buildings in accordance with these plans shall not violate any of the provisions of the Building and Zoning Codes, to which the above property is subject. Further, nothing contained herein shall be construed as a waiver or modification of any said restrictions.
- B. Where required, appropriate building permits shall be obtained prior to the start of any construction. Nothing contained herein shall be construed as a waiver of said requirement.
- C. Owner understands and agrees that no work on this request will commence until written approval has been obtained from the ACC.
- D. Owner further understands and agrees that any exterior alterations undertaken before written approval is obtained is not permitted and that the Owner may be required to restore the property to its former condition at Owner's own expense if such alterations are made and subsequently disapproved in whole or part. Further, owner understands that any legal expense associated therewith may be the responsibility of Owner.
- E. Owner agrees to give the ACC express permission to enter on the Owner's property at a reasonable time to inspect the proposed project, the project in progress and the complete project.
- F. Owner understands that any approval is contingent upon the completion of alterations in a workmanlike manner and in accordance with the approved plan and specifications for said alterations.

Owner acknowledges that he is familiar with the Architectural review requirements and procedures for the neighborhood.

Owner understands that the authority to perform an alteration granted by this application will automatically expire if the work is not commenced within 180 days following approval, and completed 180 days following commencement of work, unless another time frame is specifically authorized in writing by the ACC.

Owner agrees to store construction materials only on his own property, rather than on common areas, easements or parking areas, to bear the cost of repairing any damage caused to such areas, and to remove all unused materials from public view within 7 days following the completion of work.

Owner's Signature: _____ Date: _____