



Architectural Request Committee Form

Please remember that the covenants of our community restrict any exterior changes (including flowers and plants planted in existing beds) to the outside of your residence without the approval of the Architectural Request Committee (ARC)/Board of Directors. Restrictions include but are not limited to outside lighting, entrance doors, fences, windows, paint, garage doors, additions, roofing, storm doors, address markers and more.

Additionally, ALL modifications or additions to the exterior of your home or property, or to your yard or lot grading requires written Committee or Board approval PRIOR TO COMMENCEMENT OF ANY WORK. Approval by the Committee or Board does not guarantee approval by the local authorities. It is your responsibility to contact the county and/or city to obtain any required permits and/ or inspections.

NOTE: All Architectural Request Committee Forms shall be submitted to your Association Administrator at AMG. To submit the form online, sign in to your **AMG Community Website** at portal.accessmgt.com or the AMG app, and select General Request --> ARC Request. Follow the instructions on that page to submit your request.

Required Documentation:

1. This Application fully completed
2. Complete and detail plans and specifications for and description of all proposed modifications, improvements or additions, including all material listings (and colors if applicable)
3. A property survey/plat/footprint showing the location of all proposed modifications, improvements or additions, other than for repainting or reroofing the existing dwelling on the lot

FAILURE TO SUBMIT THE REQUESTED ATTACHMENTS (ITEMS 1, 2 & 3) PRIOR TO MODIFICATION MAY RESULT IN DENIAL OF YOUR APPLICATION.

Name:		
Address:		
Phone:		
Email:		
Project Overview:		
	Yes	No
Fencing:	<input type="checkbox"/>	<input type="checkbox"/>
Landscaping:	<input type="checkbox"/>	<input type="checkbox"/>
Lighting:	<input type="checkbox"/>	<input type="checkbox"/>
Hardscaping:	<input type="checkbox"/>	<input type="checkbox"/>
Painting:	<input type="checkbox"/>	<input type="checkbox"/>
Roofing:	<input type="checkbox"/>	<input type="checkbox"/>
Structural:	<input type="checkbox"/>	<input type="checkbox"/>
County Permit:	<input type="checkbox"/>	<input type="checkbox"/>
Window(s) and/or Door(s):	<input type="checkbox"/>	<input type="checkbox"/>
Other (describe):	<input type="checkbox"/>	<input type="checkbox"/>

Community Impact:
Contractor, Architect, or Design Firm:
POC Name(s):
POC Phone:
Date Submitted:
Proposed Start Date:
Proposed Completion Date:
Homeowner's Signature:

Project Details and Specifications

Please provide the following and details and specifications to assist the Architectural Request Committee in making a decision on your project. The more information that you can provide the better informed the committee and board will be when making their decision.

Home Style:	<input type="checkbox"/> Shannon	<input type="checkbox"/> Ansley	<input type="checkbox"/> Lennox	<input type="checkbox"/> Bradley
Location of Home:	<input type="checkbox"/> Gates Drive	<input type="checkbox"/> Gates Circle	<input type="checkbox"/> Cul-de-sac	
	<input type="checkbox"/> outer circle	<input type="checkbox"/> inner circle		
Existing Brick Color:	Existing Siding Color:		Existing Trim Color:	
Project Details and Specifications: (please be very specific i.e.: size, scope, etc., add additional pages as needed)				

Info Required for Painting:

Traditional Style:

Modern Style:

	Brand:	Color Name:	Color Code:
Brick (Modern only):			
Siding (Unit & Storage Shed to the Left):			
Trim (Facia, Soffits, Windows, & Columns):			
Gutters & Downspouts (Unit & Storage Shed):			
Front Door:			
Back / Shed Door(s):			
Garage Door:			
Shutters:			

Photos and Renderings

Please include, with this form, photos and renderings of your improvement plan. The more information you provide the Architectural Request Committee, the easier it will be to review your potential project(s).

Potential
Project
Photo
#1

Potential
Project
Photo
#1

Potential
Color
Swatch
#1

Potential
Color
Swatch
#2

Potential
Color
Swatch
#3

Potential
Color
Swatch
#4

Additional
photos,
swatches
and more
can be
attached to
this form.

Additional Drawings

Please feel free to use this space for sketching out your improvement plan. You may also attach additional drawings and more information when necessary.

A large grid of graph paper, consisting of 20 columns and 30 rows of small squares, intended for sketching or drawing.

Notes:

- Architectural modifications may take 30 days to process. Do not start your project without written Association approval. The 30-day time frame for approval begins after the application is fully and completely submitted, all details necessary to act on it.
- All permits are responsibility of the property owner. Dekalb County approval does not constitute Association approval.
- Damage to adjoining lots or common area is the owner's responsibility.
- Owner is responsible to reimburse the Association for damage to common area caused by any reason, including drainage problems.
- All improvements must be made within any written Association guidelines including the Covenants and Rules and Regulations documents.
- Any structural or electrical modifications shall be performed by a qualified, licensed, insured, and bonded contractor. A copy of their insurance certificate shall be provided with the request.
- While neighbor approval is not required to obtain ARC/Board approval, consideration of the impact of your improvement on neighboring lots is considered by the ARC/Board of Directors. Owners should discuss any potential impact on the neighbor as a courtesy but is not required.
- No modification will be approved that causes or may cause erosion on a neighbor's lot.
- Outdoor sound systems may not be installed to interfere with neighbor's quiet enjoyment.
- Mechanical equipment (such as AC compressor, pumps, motors, and generators) must be placed to prevent excessive noise to the neighbors.
- All improvements must be within setbacks established by Dekalb County.
- All fence installations must be on the property line unless otherwise approved by the Association due to topography or similar. Refer to the Rules and Regulations for fence guidelines and restrictions.
- Structural modifications (such as pergolas, arbors, etc.) shall be free standing, or require a permit from Dekalb County if attached to the unit.
- You may select any brand paint, but must include the brand name, color name, and color code for review by the ARC/Board of Directors. It is recommended to use a Satin finish for the body, and a semi-gloss for the trim details. Flat paint is not recommended due to shorter life span and finish appearance.
- Requesting to repaint your house its existing color is not allowed. Paint fades over time. Choose a color in accordance with the guidelines defined in the Rules and Regulations and submit it with your application.
- Any paint request submitted shall include the entire shed (front and rear, including gutters and trim) to the left of the unit when facing the front door from the street.
- Landscape modifications must be submitted on a drawing showing plant type, location, number, trees by species.
- Replacement of community pine straw with alternate mulch requires approval from the ARC/Board of Directors.
- All landscape beds must contain some form/type of mulch to limit erosion around unit foundations.
- Hardscape improvements involving poured concrete or other impervious surfaces must not affect the existing, or prevent access to, community drainage system pipes. It is recommended to select pavers over concrete in rear patios to allow drainage system access, if necessary.
- No modification can be installed in a drainage easement or in such a manner to interfere with drainage swales, drainage inlets of the developer's original drainage system. See your recorded property plat for details or obtain one from Dekalb County, if necessary.
- Retaining walls are not permitted to be installed by unit owners, and any such requests shall be coordinated with the Association for prioritization with community improvement projects.
- Materials may have to be submitted in person to the committee if not able to be presented another way. Roof shingles, HardiPlank, fence sections, lighting, etc. Owner must arrange meeting with ARC or Board of Directors in this circumstance.
- Modifications must be installed as approved by the ARC/Board of Directors. An inspection of the improvement will be made upon completion to assure the modification has been done to specification.
- Improvements made without Association approval are subject penalties and fines up to and including removal.
- The ARC/Board of Directors may require removal of any modifications, improvements or additions made without receiving prior written Board or Committee approval.

Homeowner Acknowledgments

By submitting this application, I/we, agree(s) to and acknowledge(s) the following:

1. I/we have reviewed and understand the Association Governing Documents and Design Standards (if applicable).
2. I/we am/are responsible, at my/our cost, for:
 - a. performing any required investigation, design and or engineering for the project under this Application and for obtaining any required governmental building permit, licenses and/or inspections for the project;
 - b. ensuring that there is no interference with any easement existing in favor of the Association and/or other lots within the Association, and ensuring that there is no redirection or increase of storm water flow, or any encroachment, onto Association common property or other lots within the Association caused by or connected with the project; and
 - c. promptly repairing all damage caused to Association common property and/or lots within the Association by or in connection with the construction, installation, existence or maintenance of the modifications, additions or improvements under this Application.
3. Any and all damage caused in or around storm drains located within the Community resulting from the modification(s) shall be repaired by the homeowner(s). Any and all deposits of debris, including but not limited to, leaves, grass clippings, tree limbs, or construction debris, in or around the storm drains located within the Community resulting from the modification(s) shall be cleaned and/or repaired by the homeowner(s).
4. Neither the Association nor its Board of Directors, officers, agents or property managers are responsible in any way for ensuring the design, appropriateness, structural integrity, soundness, quality or building code/governmental compliance of any modifications, additions or improvements approved under this Application, and none of the above shall be held liable in any way for any injury, damages or loss arising out of or related in any way to the Application, the approval or disapproval of the Application, the duration of the application review, and/or the modifications, additions or improvements made hereunder.
5. I/we understand and agree that community standards may change over time and the Governing Documents permit the Board and/or Committee to establish and change community standards and design guidelines. My/our approval hereunder does not ensure or guaranty future approval of the same or similar modifications, additions or improvements on my/our lot or any other lot in the Community, and Committee or Board approval is required to replace or substantially repair any items approved under this Application in the future to ensure that the approved item(s) comply with then-current community standards.