



Architectural Improvement Request 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 Control Committee (ACC)/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.

This form is to be used to request review by the ACC/Board of Directors for a project or change you wish to do or have done to your residence. For all projects you must submit all design elements, colors, etc. as well as include sketches or photos when available. If the project is structural, you must submit blueprints and/or design sketches, and obtain a Dekalb County Permit to include with the request. Your contractor, architect or designer can assist you with these elements if necessary. The following form must be completed before the ACC/Board of Directors can review your potential project.

NOTE: All Architectural Improvement Requests shall be attached and submitted in the Vantaca Portal. The ACC/Board will provide all comments for approval or decline in the Vantaca Portal.

Name:	Community Impact:																																	
Address:																																		
Phone:																																		
Email:																																		
Project Overview:																																		
<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 60%;"></th> <th style="width: 20%; text-align: center;">Yes</th> <th style="width: 20%; text-align: center;">No</th> </tr> </thead> <tbody> <tr> <td>Fencing:</td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td>Landscaping:</td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td>Lighting:</td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td>Hardscaping:</td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td>Painting:</td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td>Roofing:</td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td>Structural:</td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td>County Permit:</td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td>Window(s) and/or Door(s):</td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td>Other (describe):</td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> </tbody> </table>		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"/>	Contractor, Architect, or Design Firm:
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	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 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:
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

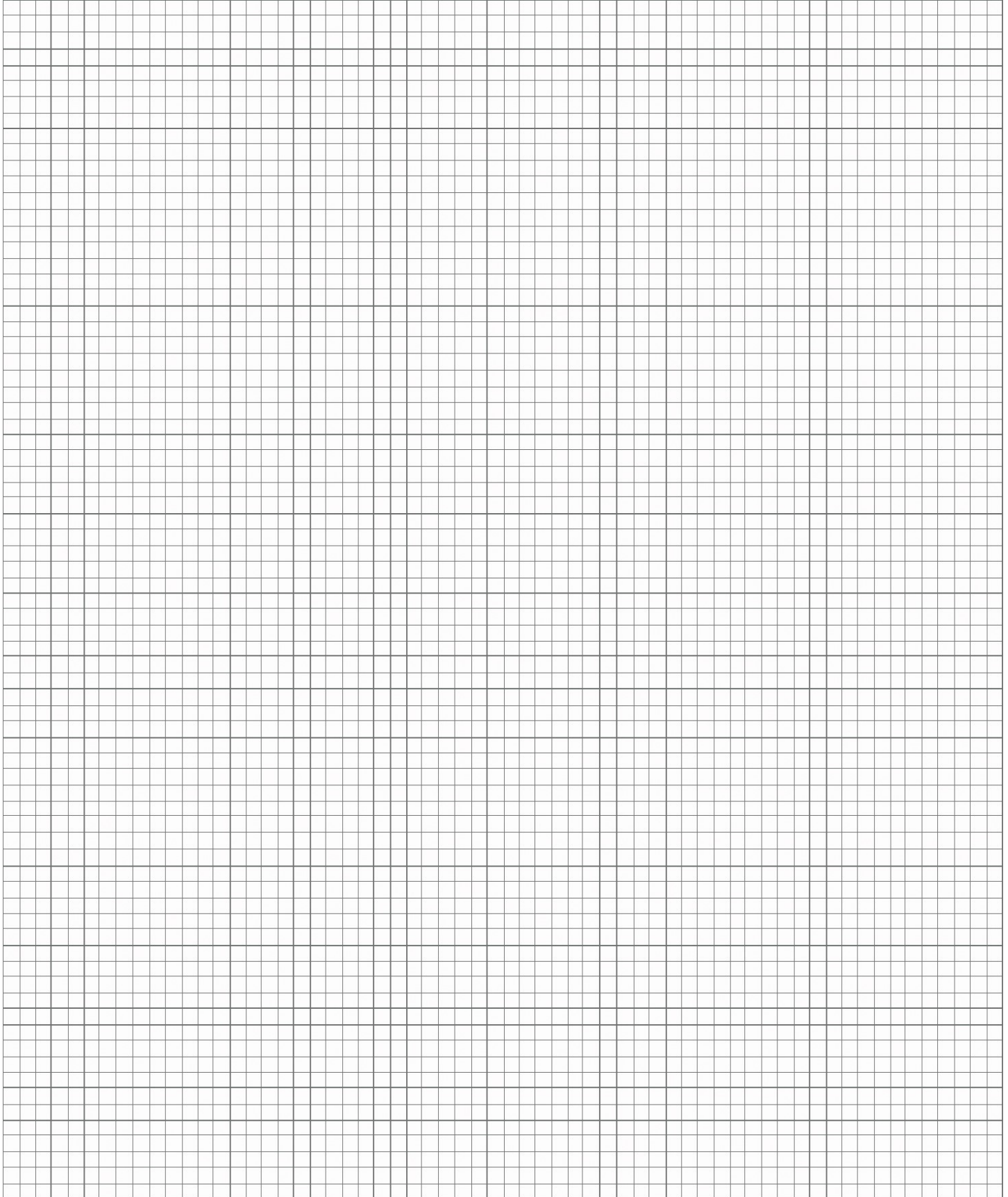
Please include, with this form, photos and renderings of your improvement plan. The more information you provide the Architectural Committee, the easier it will be to review your potential project(s).



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.



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-N-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 ACC/Board approval, consideration of the impact of your improvement on neighboring lots is considered by the ACC/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-N-Regulations for fence guidelines and restrictions.
- Attaching fences to the neighbor's existing fence or posts must be obtained from the neighbor.
- 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 ACC/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-N-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 ACC/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 ACC or Board of Directors in this circumstance.
- Modifications must be installed as approved by the ACC/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.