



REQUEST FOR ARCHITECTURAL CHANGES/MODIFICATIONS [MR]

Request for Architectural Changes/Modification [MR] Form Instructions:

1. You cannot begin work on the requested change or modification until you have received APPROVAL from the Architectural Control Committee (ACC). **Any change or modification made without prior approval of the ACC can result in a fine of \$250 and the request that such change or modification be removed.**
2. The ACC review process has 30 days from the date that the ACC RECEIVES the Request.
3. The following information must be included on the improvement form:
 - a) The length, height, and width of the change/modification
 - b) The location of the improvement on your Lot.
 - c) The color and type of all materials that will be used.
4. If changing the exterior color(s) of your house, please provide adequately sized paint chips and please label the paint chips as to which you are requesting to be the house color, the trim color, etc. Because of possible color variations, a patch test will be required, at the homeowner's expense.
5. A picture, drawings/plans, or brochures of the proposed improvement must also be mailed with your Request.
6. The Homeowner is responsible for any and all Gwinnett County building permits and that any modifications are according Gwinnett County and Georgia building codes and standards.
7. The modification/addition project must be started within sixty (60) days from the date of ACC approval and the project must be completed within 120 days of ACC approval.
8. If you do not include the necessary documents for the ACC to make its decision, your Request will be DENIED.

Note: Incomplete submissions will be returned to the applicant with a statement of the deficiencies. Incomplete submissions re-start the 30 day ACC review process. Oral requests will not be considered.

The more information you provide with your request, the easier the ACC review process will be.

Thank you, *The Architectural Control Committee*

For ACC Use ONLY:

- Approved as Submitted
- Not Approved
- Approved with changes indicated
- Preliminary Review (additional Information is required)

Request No. _____



REQUEST FOR ARCHITECTURAL CHANGES/MODIFICATIONS [MR]

Date Submitted: _____ Date Received by ACC: _____

Complete the steps below:

(The Request will not be processed if the items below are not submitted to the Architectural Control Committee ("ACC"))

- (1) Completed Request for Architectural Changes/Modifications [MR].
- (2) Detailed building plans must be submitted including the height, length, and width of the proposed improvements.
- (3) A property site/plot map showing the location of the proposed improvement must be submitted.
- (4) Submit a picture of each existing improvement. Date Installed _____

<p>Please print the following information:</p> <p>Owner Name: _____</p> <p>Address: _____</p> <p>Email: _____</p> <p>Home Phone: _____</p> <p>Cell Phone: _____</p>	<p>Briefly describe the improvement:</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p>
<p>Materials to be used:</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p>	<p>Location of improvement:</p> <p><input type="checkbox"/> Front of Home <input type="checkbox"/> Patio</p> <p><input type="checkbox"/> Back of Home <input type="checkbox"/> Other (describe: _____)</p> <p><input type="checkbox"/> Side of Home _____</p> <p><input type="checkbox"/> Roof of Home _____</p> <p><input type="checkbox"/> Garage _____</p>

I understand that the Architectural Control Committee ("ACC") will act on this request within 30 days of its receipt by the ACC and will contact me in writing regarding their decision. I agree not to begin work on this improvement without written approval from the ACC. I understand if any change is made without approval, I may be required to remove the improvement from my property and **can be fined \$250**. I also understand that all construction must comply with city/county codes. The ACC approval does not supersede the city/county codes and approval from the ACC is not an approval by the city/county. By submitting this Request, I acknowledge and consent to allow any ACC member to walk my property to obtain additional information during the ACC review process. I understand that work must begin within 60 days after the ACC approval date and completed within 120 days from the ACC approval date.

Homeowner's Printed Name

Signature

Date

Construction Begin Date

Estimated Completion Date

ACC Stamp:

Date:

Return completed form and all supporting documents to:

Association Management Advisory Group
P.O. Box 491537
Lawrenceville, GA 30049-1537
Contact: AMAG at 678.407.1115