

REQUEST FOR MODIFICATION -ARC

NAME: _____ DATE: _____

ADDRESS: _____ PHONE: _____

CITY/ST/ZIP: _____ CELL: _____

COMMUNITY: Whitehawk EMAIL _____

Please provide the A.R.C. with all information necessary to evaluate the request thoroughly and quickly. Requests must include, without limitation, the following information: site plan (including all dimensions), detailed description of request, list of materials, pictures (if applicable), and any other information as specifically required below or as required by the Covenants/Guidelines approved for the community. **Incomplete requests will be returned and will delay the approval process! Requests can be emailed to zack@shabenandassociates.com or sent through the online portal.**

DESCRIPTION OF MODIFICATION REQUESTED:

Estimated Start Date: _____ Estimated Completion Date: _____

Under each of the most common headings below, all the items listed must be submitted. Please refer to the Guidelines for other necessary information required for modification such as detached structures, outdoor play equipment, pools, etc.:

_____ PATIO or WALKWAY

_____ Lot survey denoting location

_____ List of materials to be used

_____ EXTERIOR DECORATIVE OBJECTS, LIGHTING, ETC.

_____ Description of object

_____ Location and picture or sketch of object

_____ GARDEN PLOT

_____ Location and size of garden

_____ Type of plants to be grown

_____ PLAY HOUSES / PLAY EQUIPMENT / HOT TUBS

_____ Location (Must have minimum visual impact on adjacent properties)

_____ Size and sketch

_____ Materials (In most cases, material used must match existing materials of home)

_____ PRIVATE POOL / TENNIS COURT

_____ Picture or drawing of pool /court type

_____ Dimensions

_____ Site plan denoting location

_____ Type of lighting source

_____ Landscape plan

_____ ROOF

_____ Manufacturer for the Shingles

_____ Color and type of shingles to be used

_____ Shingle sample to be included or weblink designating the color/type of the shingles

_____ FENCING

- _____ Picture or drawing of fence type
- _____ Dimensions
- _____ Color (Must be natural)
- _____ Site plan denoting location. On corner lot, fence may not be closer to side street than building line of house. (Please use copy of survey from your closing package).
- _____ Crossbeam structure must not be visible from any street or adjacent properties. (Must face inside toward yard making the outside face the finished side).
- _____ Materials
- _____ If fence is solid privacy type, all posts shall be anchored in concrete

- _____ REMOVAL OF TREES
 - _____ Site plan denoting location
 - _____ List of how many and what types of trees are to be removed
 - _____ Explanation of why you wish to remove the trees

- _____ DECK / PORCH
 - _____ Picture or Drawing (Deck must match any existing deck)
 - _____ Dimensions
 - _____ Site plan denoting location (In most cases may not extend past sides of home)
 - _____ Materials (Must be cedar, redwood or pressure-treated pine)

- _____ EXTERIOR PAINTING- **Required with re-painting home**
 - _____ Paint color
 - _____ Area of home to be repainted
 - _____ Photograph of your home plus homes on either side (In most cases, adjacent homes cannot be painted the same colors)-**Include Paint Samples from Paint Manufacturer**

- _____ STORM WINDOWS / DOORS
 - _____ Picture depicting type of storm window/door to be installed
 - _____ Picture indicating which windows/doors will be replaced by the storm windows/doors
 - _____ Color (window/door trim must be baked enamel and color must be compatible with primary and trim colors)

- _____ BUILDING ADDITIONS
 - _____ Location of addition on site plan
 - _____ Size, color, and detailed architectural drawing of addition
 - _____ Materials (Material used must match existing materials on home)
 - _____ Building permit (If required)

I understand and agree that no work on this request shall commence until written approval of the A.R.C. has been received by me. I represent and warrant that the requested changes strictly conform to the community Covenants / Guidelines and that these changes shall be made in strict conformance with the Covenants / Guidelines. I understand that I am responsible for complying with all city and county regulations.

Neither the Association Board of Directors, the Association Advisory Committee or the Association A.R.C. nor their respective members, successors, assigns, agents, representatives or employees shall be liable for damages or otherwise to anyone requesting approval of an architectural alteration by reason of mistake in judgment, negligence or non-feasance, arising out of any action with respect to any submission. 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 of the foregoing from/for any claims or damages regarding this request or the approval or denial thereof.

HOMEOWNER SIGNATURE: _____ DATE: _____

FOR A.R.C. USE

DATE RECEIVED: _____

REVIEWED BY: _____

APPROVED: _____ DATE: _____

NOT APPROVED: _____ DATE: _____

APPROVED WITH CONDITIONS: _____ DATE: _____

CONDITIONS:

COMMENTS:

MAIL TO: **WHITE HAWK COMMUNITY HOMEOWNERS ASSOCIATION, INC.**
C/O SHABEN & ASSOCIATES, INC.
P. O. Box 3189
SUWANEE, GA. 30024-0989

OR FAX TO: (770) 271-8433 *Photos DO NOT fax color items*