

PUCKETTS MANOR APPLICATION FOR MODIFICATION

Note: This form must be completed and returned prior to commencing any work. Incomplete Forms will be returned. Documentation submitted for review becomes the property of Pucketts Manor Community Association.

Name:		Date:	
Address:		Home Phone:	
City/State/Zip:		Office Phone:	
Email address:			

MODIFICATION TYPE

<input type="checkbox"/> Deck	<input type="checkbox"/> Gazebo/Arbor	<input type="checkbox"/> Screened Porch	<input type="checkbox"/> Fence
<input type="checkbox"/> Retaining Wall	<input type="checkbox"/> Exterior Addition	<input type="checkbox"/> Swimming Pool	<input type="checkbox"/> Landscaping
<input type="checkbox"/> Storm Door	<input type="checkbox"/> Paint Color Change	<input type="checkbox"/> Other _____	

Please provide the Architectural Control Committee (ACC) with all the information necessary to evaluate your request thoroughly and quickly. Requests must include, without limitation, the following information: site plan or a *Google Earth* screen shot (including all dimensions), color chips (if applicable), detailed description of the request, list of materials, pictures, brochures (if applicable), and any other information as specifically required below or as required by the *Covenants* for the Pucketts Manor Community Association.

Description of Improvement or Modification Requested (attach separate sheets if necessary):	
Estimated Start Date:	Completion Date:

Please refer to the guidelines for required information to be included with this form – **unsigned or incomplete forms, including missing information will be returned without review.**

I understand and agree that no work on this request shall commence until written approval of the Pucketts Manor ACC has been received by me. I represent and warrant that the requested improvements and/or modifications strictly conform to the *Covenants* and that these changes shall be made in strict conformance to those Covenants. I understand that I am responsible with all city, county and state regulations.

Permission is hereby granted for members of the ACC and appropriate Pucketts Manor representatives to enter the property to make reasonable observation and inspection of the requested modification and completed project.

Neither the Pucketts Manor Community Association, the Association Board of Directors, the ACC nor their respective members, officers, 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 judgement, negligence or misfeasance, 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.

I have notified my neighbors who will be directly impacted by the proposed modification (signed and designated above) of this modification.

Name	Neighbors Signature	Address	Neighbors Comments

Homeowner Signature: _____ Date: _____

Homeowner Signature: _____ Date: _____
(All owners must sign)

Please allow a maximum of **30 days from the date of final submission of information requested by the ACC** for a modification review. The 30-day timeframe will commence upon receipt of all additional information requested/required. If modification is started prior to approval, fines will be assessed. If no decision is made within the 30 days the approval is automatic.

It is the homeowner’s responsibility to monitor construction and enforce the items of this approval. No alterations in the approval plan are allowed. Failure to follow the items of this approval will result in an unapproved exterior modification. The homeowner then accepts full responsibility for, and at their expense, removing the unapproved structure or altering the structure in order to bring it into compliance with the approval plan.

ACC USE ONLY:	
Date Received: _____	
_____ APPROVED _____ NOT APPROVED	_____ CONDITIONAL APPROVAL EXPLANATION: _____ _____

INSTRUCTIONS FOR REQUEST FOR ARCHITECTURAL CHANGE

The Pucketts Manor Architectural Control Committee (ACC) requests that all supporting documentation be submitted with this form, or be made available to the ACC prior to any decision. For all landscape and construction related requests, this documentation includes a copy of the official plat diagram of your Lot or a *Google Earth* screen shot. The official plat should have received at closing/settlement. This plat should depict all easement and buffer areas, and preferably, the location of the house. All changes noted on your request should be illustrated on either diagram.

A plat diagram is not required for cosmetic changes (ex. switching out light fixtures, doors, mailboxes, repainting the house a different color, etc.) However, the ACC will require a picture or sample of the proposed cosmetic change. Since pictures/samples cannot be viewed clearly via fax, please email, or mail them as described below. Also, since paint/stain samples can appear different when view via computer, the ACC request that they are to be mailed in with the original request form. Please retain a copy of the entire application and samples for on site review by the ACC if necessary.

Any other supporting documentation you have (pictures, drawings, contractor info, etc.) is helpful and should be submitted to the ACC in order to expedite your request.

General Instructions

- Please **PRINT** legibly in BLACK or BLUE ink.
- Complete the entire request, sign and date the form.
- Attach supporting documentation, or keep it handy for an ACC rep to pick up (as outlined above).
- Mail, Fax, or Email your request to Julie Kiep, the Administrative Assistant for your Community:
 - Mail to: Pucketts Manor Community Association, Inc.
c/o HMS Inc. P.O. Box 2458, Alpharetta, GA 30023-2458
 - Fax to: 770-609-1729 – ATTN: Julie Kiep
 - Email to: Julie.Kiep@hms-inc.net: Administrative Assistant

If you have any questions regarding the Modification process, feel free to contact Julie Kiep by phone at 770-609-1629.

Tips/Suggestions

Above all things please **DO NOT start work until proper approval is given**. It is your responsibility to check with the County Department of Planning & Development to obtain the necessary permits, variances, and building code information.

The ACC typically meets the second Tuesday of each month. However, whenever possible, the ACC will conduct e-mail votes between meetings in order to speed up the decision process. Generally, most decisions are made within 30 days of the original request.

If you wish to receive a confirmation receipt of your application, please contact Julie Kiep by email at Julie.Kiep@hms-inc.net.