

Application for Modification Procedure: Chattahoochee Bluffs

Please be sure to read all of the Governing Documents for your community for clarification on what needs approval. If you do not have a copy of the Governing Documents they are available on the website at www.accessmgt.com. Please login and register as a user if you have not already done so.

You will find the application at www.accessmgt.com after you follow the login procedure. Please either electronically fill out and submit your request by email, or print and place in the US mail. We no longer are accepting applications via fax. You may email the form to bheinselmann@accessmgt.com. Please make sure your application(s) are filled out completely, including signature. Any supporting documents, photos, sketches, paint chips, etc must be received at the time the application is submitted. Due to the Board's schedule of review, any incomplete application(s) will be returned and will delay the approval process.

Once the application is submitted to Access Management Group it is entered into your homeowner account and forwarded to the Board of Directors for review. The Board of Directors meets once a month to review requests. If your request is received after a meeting has already taken place, it will be held until the next month's meeting date. Once the Board has granted a decision, Access Management Group will issue a written letter notifying you of the decision. Please consider this timeframe when submitting applications and scheduling your vendors. **You do not have approval to commence your project until you receive written notice from Access Management Group's office.**

CHATTAHOOCHEE BLUFFS COMMUNITY ASSOCIATION

APPLICATION FOR MODIFICATION(S)

DATE: _____
NAME: _____
ADDRESS: _____
PHONE: _____
EMAIL: _____

ALL APPLICATION REQUESTS MUST BE RECEIVED BY ACCESS MANAGEMENT GROUP AT LEAST 30 DAYS BEFORE THE PROJECTED PROJECT START. YOU DO NOT HAVE PERMISSION TO BEGIN YOUR REQUEST UNTIL YOU RECEIVE WRITTEN ARC APPROVAL. PLEASE REFER TO YOUR COPY OF THE COVENANTS AND RESTRICTIONS BEFORE COMPLETING. IF YOU DO NOT HAVE A COPY OF THE COVENANTS FOR YOUR COMMUNITY THEY ARE AVAILABLE ON THE WEBSITE

AT www.accessmgt.com . Upon receipt the complete signed application and supporting documents will be forwarded to the ARC for review. Please allow up to thirty (30) days as outlined in the Covenants for a decision to be granted on your request. A written letter will be sent to you notifying you of the decision. An application may be RUSHED only if you have damage or there is a cause for potential damage to your home or your neighbor's property.

(Please mark selection with an X):

_____ **DECK STAINING:** I understand the only approved color for deck staining is Sherwin Williams Semi-Solid Stain # 3511SS. Color: Cedar Bark. (**Homeowner please initial** _____)

_____ **FENCES:** Please include all of the following supporting documentation: 1- A survey showing property lines. 2- A photo of the fence style that you wish to install. 3- A drawing showing where the fence will be built in relation to the house and include any gate placement. 4- If you are tying into an existing fence please supply signatures of neighbors granting permission to do so. 5- A plan to stain or paint the fence including manufacturer name, color number and color swatch. 6. Maximum allowable height is 6 feet.

_____ **LANDSCAPING (Landscape beds/ yard art):** Please include photos and or drawings of the landscape area. Please provide plant/ bush type if you are installing new materials. If you are placing statuary, fountains or other decorative items in existing landscape beds photos must accompany each landscape item showing placement.

_____ **POOLS & SPAS:** Please provide all of the following supporting documentation: 1- A photo of manufacturer style and number of pool/spa. 2- A detailed drawing (artist rendering) showing placement of pool/spa in relation to the house. 3- Detailed landscaping plan showing plant matter and placement. 4- Survey of lot showing property lines. If you are installing fencing a separate fence application must be submitted. 5- If you are installing decking please provide an artist rendering and be sure to include the dimensions of deck, material type and stain color, and number. 6- If you are installing railing you must provide a photo of the railing, and include a detailed drawing with the dimensions.

_____ **RECREATIONAL EQUIPMENT:** Please include all of the following supporting documentation: 1- A photo of the equipment. 2- Specific manufacturer name, number and type of the equipment. 3- A drawing or photo showing where the equipment will be placed in relation to the home.

_____ **REPAINTING:** Please include paint manufacturer, type and color along with color paint samples marked with where the color will be placed. (Ex: body, trim, shutters, front door, siding, garage doors, gutters, etc.)

_____ **ROOF:** Please include the manufacturer type and color of the roofing material. Please supply a photo of the shingle color you wish to use. (Please do not remit actual roofing shingles. Email color scans of shingle or links to manufacturer's website will suffice)

_____ **SCREENING & LATTICE:** Please include material, style, color, location & elevation along with a drawing of where this will be placed in relation to the home.

_____ **STRUCTURAL ADDITION/MODIFICATION:** Please include the following supporting documentation: 1- Survey showing property lines. 2- Detailed drawing/plans showing the dimensions and final look of the project. 3- City/County building permits 4- Detailed information on material used, paint manufacturer, color number and paint chip samples 5- Information on roofing shingles manufacturer, number and sample. (Please do not remit actual roofing shingles. Email color scans of shingle or links to manufacturer's website will suffice).

_____ **TREE REMOVAL:** Please include either a photo or sketch showing where the trees are currently located. If you are planning to replace the trees please note on the application the type of tree/plant matter that will be replacing the removed trees and the timeframe of the new installation.

_____ **OTHER:** _____ Please contact the Architectural Processor to discuss supporting documentation to be submitted.

ADDITIONAL COMMENTS:

DATE TO START PROJECT: _____

ESTIMATED COMPLETION DATE: _____

**If you have questions on completing this application please contact
Access Management Group at 770-777-6890.**

APPLICATION FOR MODIFICATIONS CONTINUED:

For your protection, inquire with the proper authority, either city or county, regarding permit requirements before starting any work on your property. Projects involving new construction, additions, alterations, or any modification to structural, electrical, heating, water, gas or sanitary plumbing systems will most likely require a permit.

INCOMPLETE APPLICATIONS WILL CAUSE DELAYS IN PROCESSING

I further understand and agree that no work on this modification request shall commence until written approval of the ARC has been received by the property owner. I represent and warrant that the requested modifications strictly conform to the Declaration of Covenants, Conditions, Restrictions and Guidelines for the Chattahoochee Bluffs Community Association. I further understand and agree that as the property owner, I am responsible for complying with all city and/or county building and zoning regulations.

This request must be signed or it will not be processed.

Property Owner's Signature: _____ Date: _____

Please return completed application and supporting documentation to:

**Access Management Group
Attn: Brent Heinselman
1100 Northmeadow Pkwy, Suite 114
Roswell, GA 30076**

Or

Email: bheinselman@accessmgt.com

TO BE COMPLETED BY ARCHITECTURAL REVIEW COMMITTEE

DATE RECEIVED: _____

DATE REVIEWED: _____

SIGNATURE: _____

Committee Action:

____ Approved as Submitted

____ Conditionally Approved

____ Disapproved

____ Deferred until _____

____ Withdrawn

____ Returned for insufficient information

COMMENTS: _____

