

Signal Point Homeowners Association, Inc.

Architectural Modification Request Form



PRE APPROVAL PROCESS

- ✓ Contact an SPHA Board Member or the Architectural Control Committee. Seek information regarding your proposed project as it may relate to past projects or requests.
- ✓ Submit this form and all accompanying documentation of the project. Incomplete forms/missing information may delay approval of your project, so please be thorough with your submittal.
- ✓ Please submit a request form for each project (e.g., a deck and fence require a separate Request Form for each.)
- ✓ Required Documents: Submission requirements for specific modifications are listed in the Architectural Guidelines in the Covenants Section 9(m).

POST APPROVAL PROCESS

- ✓ When approved either by the Board or the ACC, the homeowner will receive the approval in writing. It is the homeowner's responsibility to:
 - Obtain permits from all local/county/state agencies requiring permits for construction.
 - Ensure that all work done to current local/county/state code requirements.
- ✓ The approved project must be completed within six months after ACC approval. If the project is not completed within six months, the ACC approval becomes void and a new application is required. In the event a new application is required, you may attach a copy of the original application to the new one.
- ✓ Upon completion of the approved project, submit to the Board/ACC a completed Architectural Completion Notification Form.

Please Print Legibly!

Date of Request: _____

Proposed Beginning Date of Project: _____

Homeowner's Name: _____

Homeowner's Address: _____

Homeowner's Phone #: _____ Other Phone #: _____

Homeowner's Email Address: _____

Detailed Description of Project (attach extra sheets and material samples/color samples as required):

Color (if applicable): _____

Location (if applicable): _____

Dimensions (if applicable): _____

Construction Material (if applicable): _____

OWNERS' ACKNOWLEDGEMENT:

I/We, as the owner(s) of the above listed property, understand that:

1. Material herein contained shall not be construed as a waiver or modification of local or state ordinances. The owner is responsible for obtaining the necessary building permits prior to commencement of construction and for complying with all zoning and building codes.
2. No work shall commence until the owner has received written approval (if applicable).
3. This request is subject to the SPHA Covenants and the review process as established by the Board of Directors/ACC. Variations from the Modification Request Form must be resubmitted for approval.
4. The owner(s) hereby agree to adhere to the modifications listed in this Modification Request Form, submitting new Modification Request Forms for approval should the original plans/modifications change.

Signature of Homeowner

Please submit this form to:

ACC c/o Signal Point Homeowners Association, Inc.
P.O. Box 23
Kennesaw, Georgia 30144-0023

For SPHA Use Only

ARCHITECTURAL CONTROL COMMITTEE ACTION

Date Received by SPHA/ACC: _____

- Incomplete
 Disapproved
 Approved as Requested
 Approved Subject To The Following Conditions/Modifications:

Printed Name of Approving Member

Signature of Approving Member

Date

Printed Name of Approving Member

Signature of Approving Member

Date

Notes:

Completed project inspected by _____ Date _____