

**EAGLE RIDGE
PROPERTY OWNER ASSOCIATION, INC.
INSTRUCTIONS FOR REQUEST FOR MODIFICATION**

Please read the instructions on this page carefully before completing the application. The Eagle Ridge Property Owner Association Architectural Control Committee (ACC) requests that all required documentation be submitted at one time. Any application received that does not contain all required documentation will be returned to the homeowner unprocessed,

- 1.) Please **PRINT** legibly in **BLACK** ink.
- 2.) Give the complete homeowner name.
- 3.) Give the complete address of the home for which modifications are being requested. Please make note if the owners mailing address is different from the home address where the modifications are being requested.
- 4.) Complete the entire application, sign and date form.
- 5.) For minor modifications, submit a site plan, to scale, showing exact location of modification being requested in relation to property lines. A drawing, product brochure, or description of the planned addition
- 6.) For moderate or major modifications, please enclose two copies of the following with your request:
 - a. A site plan, to scale, showing exact location of modification being requested in relation to the property lines. A City of Marietta registered survey plat clearly showing property lines, existing improvements, and proposed modification(s). Please show exact location of modification(s) being requested in relation to your property lines. Existing fences decks, walkways, driveways, etc. should also be indicated.
 - b. A brief description of the modification, drawings, exterior elevations, floor plan, detail or materials to be used, pictures, catalog pages, brochures, or color samples must be included.
- 7.) It is recommended that homeowner check with the City/County Building & Inspections Department to obtain necessary permits and building code information.
- 8.) Important: Mail application form and any and all documentation to:

SEND TO: ERPOA, c/o L.S. Management & Associates, Inc., 3263 HWY 42 N., Stockbridge, GA 30281 Tel: 678-272-2038, Fax: 678-272-2039

NOTE: ANY MODIFICATION REQUEST SUBMITTED THAT DOES NOT INCLUDE ALL REQUIRED DOCUMENTATION WILL BE RETURNED TO THE HOMEOWNER UNPROCESSED.

Eagle Ridge Homeowner's Association
Architectural Control Modification Approval Form

Name _____ Date _____

Address _____

Home Phone _____ Cell Phone _____

Modification Requested (Some modifications may or may not be applicable to your community)

Fences
(Specify materials, style, & sketch on plat)

Pools & Spas
(Plans & specifications)

Repainting
(Paint manufacturer & color)

Screening
(Specify material, style, & color)

Structure Modification
(Plans & specifications)

Waterfront Land
(Type change & sketch)

Landscaping
(Plans, sketch, & specifications)

Recreational Equipment
(Kind, location, sketch, & specifications)

Roof
(Manufacturer, type, color, & specifications)

Structure Addition
(Plans & specifications)

Tree Removal
(Sketch & specifications)

Other
(Appropriate description and corresponding details)

*Please be sure to include as much information as possible when submitting your ACC Form. The more information you include, the easier and faster the submission process will be

**It is your responsibility as the homeowner to obtain any and all county and/or state building permits that may be required for your modification.

Additional Modification Description (Also, please attach any additional information necessary):

Expected Start Date _____ Expected Completion Date _____

Return completed form and all corresponding paperwork to:

Eagle Ridge Homeowner's Association
C/O L.S. Management & Associates, Inc.
3263 HWY 42 N., Stockbridge, GA 30281
Telephone: (678) 272-2038
Fax: (678) 272-2039

To Be Completed By Management:

Date Received: _____ Via Email Via Mail Via Fax

Date Reviewed: _____ Date Responded: _____

Reviewer: _____

Approved Disapproved* Conditional Approval*

*(Requires explanation)

Explanation for decision (if required): _____

Retain copy of approval form, letter, and attachments for your files