

YOUR ATTENTION PLEASE

- **ALL COMPLAINTS AND MODIFICATIONS ARE TO BE SUBMITTED TO LANSDOWNE'S ARC MANAGEMENT COMPANY AT:**

**ATLANTA COMMUNITY SERVICES (ACS)
DEBBIE KANZELMEYER
DEBBIE@ATLANTACOMMUNITYSERVICES.COM
4485 TENCH ROAD
SUITE 2511
SUWANEE 30024
(770) - 904 - 5270**

- **PRINT OUT AN ARC REQUEST FORM ON LANSDOWNE'S WEBSITE: WWW.LANSDOWNE-SUWANEE.COM**
- **EXAMPLES OF ARC REQUESTS:**

**REMOVAL OF TREES
ANY EXTERIOR COLOR CHANGES (SIDING, PAINTING)
ANY FENCE, DECK & STORAGE STRUCTURE ADDED
ANY EXTERIOR LIGHTING OR FIXTURES ADDED
ERECTING A SIGN (EXCEPT SALE, RENT OR SECURITY)
REPLACING A MAILBOX**

- **PLEASE GIVE AMPLE TIME FOR ACS AND YOUR LANSDOWNE BOARD TO REVIEW AND APPROVE YOUR REQUEST**

**-FINES WILL BE INCURRED UPON FAILURE TO ALLOW FOR SUCH TIME, OR FOR PROCEEDING WITH YOUR INTENDED MODIFICATIONS WITHOUT PRIOR APPROVAL
-VIOLATIONS WILL BE FINED**

REFER TO LANSDOWNE'S COVENANTS IF YOU HAVE ANY QUESTIONS

Your 2011 LANSDOWNE HOA BOARD

**LANSDOWNE ARCHITECTURAL REVIEW COMMITTEE
REQUEST FOR MODIFICATION FORM**

Name: _____ **Date:** _____

Address: _____ **Phone:** _____

Please provide the ARC 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.

Description of Modification Requested:

Estimated Start Date: _____ Estimated Completion Date: _____

Under each of the most common headings below, all the items must be submitted. Please refer to the Guidelines for other necessary information required for modifications 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 and Swingsets**

- _____ Location
- _____ Size and sketch (limited to an area not to exceed 100 square feet)
- _____ Materials (wood)

_____ **Private Pool**

- _____ Picture or drawing of pool type
- _____ Dimensions
- _____ Site plan denoting location
- _____ Type of lighting source
- _____ Landscape

- _____ Fencing
 - _____ Picture or drawing of fence type (fence types which are approved in Lansdowne are listed in the Guidelines)
 - _____ 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 (must be cedar, redwood, or pressure treated pine)
 - _____ I fence is solid privacy type, all posts shall be anchored in concrete.
 - _____ If the fence is to be tied on to a neighbor's existing fence, written permission from neighbor.

- _____ Exterior Landscaping
 - _____ Landscape plan denoting plant material, location and drainage plan (if such plan is appropriate)
 - _____ Materials (i.e., wood, railroad ties, brick, stone, etc.)
 - _____ Tree Removal

- _____ Deck/ Porch
 - _____ Picture or drawing (deck must match 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 and supports must be 4x6 or metal poles (black))

- _____ Exterior Building Alterations
 - _____ Picture depicting style of storm window/door to be installed
 - _____ Color (window/door trim must be baked enamel and color must be compatible with primary and trim colors)

- _____ Building Additions
 - _____ Location and size of addition
 - _____ Size, color, and detailed architectural drawing of addition
 - _____ Materials (must match exiting materials of the home)
 - _____ Building Permit (if required)

Note: I understand and agree that no work on this request shall commence until written approval of the ARC has been received by me. I represent that the requested changes strictly conform to the community Covenants and Guidelines and that these changes shall be made in strict conformance with the covenants and 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 of the Association ARC 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 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.

Owner's Signature: _____ **Date:** _____

FOR ARC USE

Date Received: _____

Approved: _____ **Denied:** _____

Conditions/Comments: _____

<u>Committee Member Signatures</u>	<u>Date</u>	<u>Approved</u>	<u>Denied</u>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Approval or Denial:

Date: _____