

Walden Park Community Association

ARCHITECTURAL MODIFICATION REQUEST FORM

for Architecture Review Board Consideration

7/01/22

Owner (Applicant): _____

Property Address: _____

Mailing Address (if different than above): _____

Phone Numbers: (h) _____ (c) _____

E-mail Address: _____

GENERAL DESCRIPTION OF PROPOSED WORK

Anticipated Start Date: _____ Anticipated Completion Date: _____

<input type="checkbox"/> Painting	<input type="checkbox"/> Doors & Windows	<input type="checkbox"/> Decks & Patios	<input type="checkbox"/> Fencing
<input type="checkbox"/> Landscaping	<input type="checkbox"/> Ponds and Spas	<input type="checkbox"/> Recreational Equipment	
<input type="checkbox"/> Roofing	<input type="checkbox"/> Screenings & Awnings	<input type="checkbox"/> Additions	<input type="checkbox"/> Other

Please make sure you attach/include the following information as applicable to your project:

- A completed Architectural Modification Request Form (Including signature below the Owner Acknowledgement notice on next page)
- A specific description of the project, including height, width and depth, roofing materials, colors, number of items to be removed or included, etc.
- A complete materials list of the project, including paint samples and/or stain color
- Any documentation from governmental authorities must be included along with the application project **prior to ARB submission**. Below list of examples is not an exhaustive list so check with the City prior to any work or HOA submission.
 - If the owner wants to remove trees,
 - Trees less than 3 feet in diameter can be removed without a permit from the city but a modification request still need to be HOA approved prior to removal
 - Documentation (letter, email) from the city arborist ***needs to be submitted*** along with the modification request form for trees larger than 3” in diameter or a cluster of trees in the yard.

- Any digging in an owner's yard (land disturbance) need a permit from the city, i.e., installation of fences, retaining walls,
- Other residential projects that need city permits are:
 - Additions, deck additions, sunroom additions, solar panels
 - Basement finishing, renovations
 - New Homes, New Townhomes
 - Pools (inground, outground) – both permit and zoning approval

NOTE; Be aware that getting a City permit may take from 3 to 6 weeks. The owner is responsible to obtain the permit prior to modification request.

- A picture and / or drawing of the existing condition prior to the project submission. (sketches, clippings, catalog illustrations and other data or link to websites)
- A site plan, plat or drawing showing the location of the house along with any other structures on your lot and the proposed structure or improvement (including dimensions from the property line or other structures)

Provide Description of Project:

Relevant City Contact Information

City of South Fulton Arborist:

Stanley Domengeaux, stanley.domengeaux@cityofsouthfultonga.gov

City of South Fulton Code Enforcement Officer (District 2):

Mr. Damarcus Dixon, damarcus.dixon@cityofsouthfultonga.gov

Community Development and Regulatory Affairs

Attention: Permitting Division

5440 Fulton Industrial Boulevard, SW

Atlanta, GA 30336

470-809-7700.

All applications are accepted electronically by the city.

Forward / scan completed Modification Request form and supporting documents to:

dbeardsley@cmacommunities.com, (404) 835-9225

OR

Contact the community manager when to drop it off at the clubhouse

Owner Acknowledgement:

I understand:

- No work on this request shall commence until I have received approval of the ARB Committee.
- There are architectural requirements covered by the Covenants and a review process as established by the Board of Directors.
- Landscaping changes to a homeowner's home need to be approved prior to installation such as a garden (vegetable, flower), sculpture (garden or non-garden), patio installation, changing the design or shape of the flower bed or tree bed inside the yard from its original state. Installing / replacing flowers or plants in a flower bed do not need approval. Street tree mulch must be pine straw but an owner can change the mulch in their flower or tree beds inside of the yard.
- Prior to approval consideration, the homeowner needs to be financially current with the homeowners association
- Any construction or alteration to the subject property prior to approval of the ARB is strictly prohibited. If I have commenced or completed any construction or alteration to the property and any part of this application is disapproved, I may receive a \$ 350 fine and may be required to return the property to its original condition at MY OWN EXPENSE. If I refuse to do so and the HOA incurs any legal and court fees related to my construction and/or application, I will reimburse the HOA for all such legal and court expenses incurred.
- Any approval is contingent upon construction or alterations being completed in a neat and orderly manner
- All proposed improvements to the property must comply with city, county, state and local codes. I understand that applications for all required building permits are my responsibility. Nothing herein shall be construed as a waiver of modification of any codes. My signature indicates that these standards are met to the best of my knowledge
- Any variation from the original application must be resubmitted for approval. If approved, said alteration must be maintained. If changes are desired by the owner after the approval and/or the completion of the alterations, a new modification request must be submitted and approved by the ARB.

- This alteration will not detrimentally affect the proper drainage of any common areas or surrounding lots. I will be responsible at my expense to correct any drainage problems to such areas that may occur as a result of this work or alteration.
- I acknowledge and agree that the Committee and Association assume no liability resulting from the approval or disapproval of any plans submitted. The Committee and the Association assume no liability and make no representations regarding the adequacy or quality of any submitted plans or whether such plans comply with any or all governing authority requirements.
- It is my duty as the owner and the contractor employed by the owner to determine that the proposed improvement is structurally, mechanically and otherwise safe and that it is designed and constructed in compliance with applicable building codes, fire codes, sound practices, and other city, county, state and local codes, laws or regulations. The Association, the ARB Committee and any employee or member thereof, shall not be liable in damages or otherwise because of the approval or non-approval of any improvement.
- All improvements approved by the ARB must be completed within 90 days from the date of approval. I agree to grant the Association access to my property at any reasonable hour to inspect for compliance issues. It is the owner's responsibility to communicate to the manager if any contractor or supply access problems occur, and give a modified date for completion.

I certify that the above information is an accurate representation of the proposed improvements and that the work will conform to applicable codes, covenants and standards. I also certify that the improvements will be completed in accordance with the approved application. I understand that construction is not to begin until approval has been received from the ARB Committee. The ARB / BOD have permission to enter the property to make inspections, as they deem necessary.

Owner/Applicant Signature: _____

Date: _____

Owner/Applicant Signature: _____

Date: _____

Informational Addendum:

APPLICATION:

The Application must be accompanied with necessary documents, photos, drawings, brochures, and any other information necessary to present to the ARB. Property owners must sign the applications. **Modifications are not permitted to commence until the request has been approved by the ARB.**

REVIEW PROCESS:

The standards for approval for approval of all requests shall include, but not limited to:

1. Aesthetic consideration;
2. Materials to be used
3. Compliance with the Design Guidelines adopted by the Board of Directors & ARB
4. Harmony with the external design of the existing dwellings, lots and structures surrounding the dwelling
5. Any other matter deemed to be relevant by the ARB. For example governmental codes / laws, homeowner's HOA financial standing.

APPEALS:

The association allows appeals of an ARB decision. Appeals must be submitted in writing to the ARB / BOD in accordance with the Associations governing documents. The requirements for modifications can be obtained from the community manager, dbeardsley@cmacommunities.com, or found in its entirety in the Homeowner's Account in the CMA portal under Documents.

For HOA/ARB Use Only:

Date Submission Received: _____

___ Approved ___ Approved w/ Stipulations ___ Denied ___ Denied – Insufficient Information

Stipulations: _____

Date Request Approved / Denied: _____

Date Additional Information Provided: _____ Date Request Approved / Denied: _____

Inspected for Approved Standard: Initials: _____ Date: _____