

INSTRUCTIONS FOR REQUEST FOR WALDEN PARK MODIFICATION

Please read the instructions on this page carefully before completing the application.

The Walden Park Community Association Modification Committee 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. The committee has up to 60 days to review all requests. The Committee meets on the 3rd Wednesday of every month. Any request wishing to be heard must be received no later than one (1) week prior to the meeting. Requests submitted after this time will be heard at the next scheduled meeting. ****Approvals are valid for 90 days only from the date of the approval. Those approvals that pass the 90 day limit are required to reapply. Please note your homeowners account must be in current financial status for your modification request to be reviewed.**

1. Please PRINT legibly in BLACK ink
2. Give the COMPLETE Homeowner Name the COMPLETE address of the home for which the modification (s) is being requested. *Please make note if the owners mailing address is different from the home address where the modifications are being requested.*
3. Complete the ENTIRE application sign and date the form.
4. PICTURES of the home/area prior to the modification must be submitted with the request
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 State of Georgia 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 County Building and Inspections Department to obtain necessary permits and building code information.
8. **IMPORTANT:** 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