

# Application for the Modification of Structures and Lots

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PLEASE SUBMIT THE COMPLETED FORM TO SOUTHERN PROPERTY MANAGEMENT  
4211 Mundy Mill Place · Suite C · Oakwood, GA 30566  
Fax: 770-535-8929 · Email: [spm@southernpropertymgt.com](mailto:spm@southernpropertymgt.com)

**The following items must be submitted:**

- 1. Completed, signed, and dated application**
- 2. Completed and detailed building plans, list of materials, and specifications**
- 3. A site plan showing the location of the proposed improvements on the lot**

*Please complete the following information:*

Date: \_\_\_\_\_ Community Name: \_\_\_\_\_

Homeowner Name(s): \_\_\_\_\_

Address: \_\_\_\_\_ Lot #: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

Estimated Start Date: \_\_\_\_\_ Est. Completion Date: \_\_\_\_\_

**Type of Modification:**

Exterior Storage Building  
Landscape Renovation  
Deck Modification  
Exterior Paint

Fence  
Driveway Alteration  
House Alteration  
Other:

**Description of Modification Requested (attach additional pages if necessary):**

**Please note that in order for the ACC to consider the modification request a homeowner must be current on all monies owed to the Community. There are no exceptions to this rule.**

**By Submitting this request, the homeowner acknowledges that they have read and agreed to the following provisions:**

1. I understand and agree that no work described herein shall commence until I have received written approval from the ACC.
2. I represent and warrant that the requested change(s) strictly conform to the community design and that the requested changes shall be made in strict conformance with the Development Wide Standard.
3. Homeowner agrees to comply promptly with all codes, rules, regulations, ordinances, laws, and other requirements of any legally constituted public authority having jurisdiction over the property, and agrees to do so solely at their own expense.
4. Homeowner acknowledges that failure to submit a signed and completed application, or any required portion thereof, will result in an automatic denial of this request.
5. In instances where conditional approval is granted, the homeowner is bound by, and agrees to follow the written stipulations or conditions set forth by the ACC.
6. The time frame for the commencement and completion of any project shall be determined by the Restrictive Covenants of my Community. If no time frame is given in the Declaration, in any amendment to the Declaration, or in any Policy Resolution, then the homeowner agrees to have all work completed by the completion date set forth above, or by a reasonable date established by the ACC.

The Association's Board of Directors, the ACC or their respective members, Secretary, successors, assigns, agents, representatives or employees shall not be liable for damages or otherwise to anyone requesting approval and architectural alteration by reason of mistake in judgment, negligence or nonfeasance, arising out of any action with respect to submission. The ACC or ARC is directed toward review and approval of site planning, appearance, and aesthetics. None of the foregoing assumes any responsibility regarding design or construction including, without limitation, the structural integrity, mechanical or electrical design, methods of construction, or technical suitability of materials. I hereby release from responsibility and covenant not to bring any action in a court of law against any of the individuals named above for any and all claims or damages regarding this request, and its approval or denial thereof.

Owner Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Owner Signature: \_\_\_\_\_

Date: \_\_\_\_\_

For Committee Use Only:

Date Received: \_\_\_\_\_

Approved: \_\_\_\_\_ Not Approved: \_\_\_\_\_

Conditions: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_