

# Architectural Request Form

Page 1 of 2

Rose Creek Homeowners and Recreation Association

Log # \_\_\_\_\_

120 Arnold Mill Park, Suite 400

Woodstock GA 30188

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

Office # (770) 926-3086 Fax# (770) 926-3952

Email to [ccarl@dpm-re.com](mailto:ccarl@dpm-re.com)

Submitted by

Print Name: \_\_\_\_\_ Signature \_\_\_\_\_

Address: \_\_\_\_\_ Phone: \_\_\_\_\_

Email: \_\_\_\_\_ Date Submitted: \_\_\_\_\_

## **(ALL PROJECTS MUST BE APPROVED PRIOR TO STARTING WORK)**

Description of change, materials to be used, plans and specifications (including dimensions that may be associated with the architectural change). All painting/staining requests require a paint chip sample to be submitted with your request.

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Please attach a copy of the *Survey and/or Plat Map of the Property* showing the placement of the modification or addition.

***NOTE: The ARC Committee will not review your request without the Property Survey/Plat Map and drawings detailing location and materials for Fence, Deck/Patio, and Pool requests. In addition, a picture or drawing may also be required.***

I understand that the Committee will act on this request and provide me with a written response of their decision within 30 days of receiving the complete request and required documentation. I further understand and agree to the following provisions:

- I understand that this form must be completed and approved by the Rose Creek ARC Committee BEFORE I can begin work on the project
- No work or commitment of work will be made until I have received written approval.
- All work will be done expeditiously once commenced and will be done in a good workmanlike manner. If the project is not completed within 1 year, the request must be re-submitted.
- I will be responsible for complying with all applicable federal, state and local laws, codes, regulations and requirements in connection with this work. I will obtain any necessary government permits and approval for the work.

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## Paint addendum specifications

Item being painted	Color Name	Color Number
Siding	_____	_____
Trim	_____	_____
Front Door	_____	_____
Shutters	_____	_____
Garage Doors	_____	_____
Gutters	_____	_____
Brick	_____	_____

\*\*\*If you are requesting to paint the brick on the house, please fill out below, as this is an exception being requested.

Homeowner Signature: \_\_\_\_\_ Date: \_\_\_\_\_

FAX form to: 770-926-3952  
Call for Info: 770-926-3086  
Email to [ccarl@dpm-re.com](mailto:ccarl@dpm-re.com)

Rose Creek Homeowners & Recreation Assoc.  
120 Arnold Mill Park, Suite 400  
Woodstock, GA 30188

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### FOR ARC USE ONLY

Date Received in Property Management Office: \_\_\_\_\_

\_\_\_\_\_ Approved by ARC Date: \_\_\_\_\_

\_\_\_\_\_ Not approved by ARC Date: \_\_\_\_\_

Recommendations:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

The ARC will review all request within a reasonable amount of time. The ARC will give written notification of approval or disapproval. Upon completion of work, the ARC may inspect and make recommendations as needed.