

# Village Grove Architectural Review Committee (ARC) Application for Modification

Please allow a maximum of 30 days for a modification review

Note: Please fill out a separate form for each request, i.e. Fence, Paint, Landscape Modification, Etc.

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

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ E-Mail: \_\_\_\_\_

## Type of Modification Being Requested

(Failure to submit all details will delay approval process)

- |  |   |   |   |
|--|---|---|---|
| <input type="checkbox"/> Arbor           | <input type="checkbox"/> Play Equipment | <input type="checkbox"/> Deck           | <input type="checkbox"/> Room Addition  |
| <input type="checkbox"/> Basketball Goal | <input type="checkbox"/> Satellite Dish | <input type="checkbox"/> Gazebo         | <input type="checkbox"/> Swimming Pool  |
| <input type="checkbox"/> Painting House  | <input type="checkbox"/> Statuary       | <input type="checkbox"/> Screened Porch | <input type="checkbox"/> Retaining Wall |
| <input type="checkbox"/> Landscaping     | <input type="checkbox"/> Other          | <input type="checkbox"/> Fence          | <input type="checkbox"/> Other          |

Include, where possible, architectural drawings, sketches, property survey, contractor proposal, photos, product brochure, color samples, type and/or description of materials being used and their location.

Description of Modification: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Proposed Start Date: \_\_\_\_\_ Proposed Completion Date: \_\_\_\_\_

Contractor's Name: \_\_\_\_\_ Phone: \_\_\_\_\_

**Note:** For your protection, inquire with the City and/or County about permit requirements before starting any work on said property involving new construction, alterations, modifications or additions.

Neither the Declarant, the Association, the ARC, the Board, nor the Officers, Directors, Members, Employees, nor Agents of any of them shall be liable in damages to anyone submitting plans and specifications to any of them for approval, or to any owner of property affected by the declaration by reason of mistake in judgment, negligence, or disapproval or failure to approve or disapprove any such plans or specifications; nor shall any of them assume liability or responsibility for any defect in any structure constructed from any such plans and specifications.

The undersigned owner(s) hereby acknowledges that he or she is responsible for complying with any third party easements, setbacks, buffers and any other county requirements. Any approval of plans and specifications shall not entitle improvements to be built if otherwise prohibited by any third party easements or other County requirements.

Approval of any such structure by the ARC is in no way a certification that the structure has been built in accordance with any Governmental rule or that the structure has or complies with sound building practice or design.

Homeowner(s) acknowledge(s) that he/she has read the entirety of this form.

Permission is hereby granted for members of the Architectural Review Committee and appropriate Homeowner Association representatives to enter the property to make responsible observations and inspections of the modification request and complete project.

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I have discussed this modification with my neighbors who will be directly impacted by the proposed modification.

Homeowner's Signature: \_\_\_\_\_ Neighbor's Signature: \_\_\_\_\_

Neighbor's Signature: \_\_\_\_\_ Neighbor's Signature: \_\_\_\_\_

**Submittal:** Please send completed form to:

Village Grove Owners Association, Inc  
c/o Shaben and Associates, Inc  
P.O. Box 3189  
Suwanee, GA 30024  
Attn: Mike Shaffer

ARC forms and basic information can also be sent by fax to the Shaben and Associates office at 770-271-8433

### For Homeowner's Association Internal Use Only

Date Reviewed: \_\_\_\_\_ Information Complete:  Yes  No

Application:  Approved  Approved with Contingency  Denied

Description of Contingency/Denial: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_