



# Architectural Control Committee Modification Request Form

Revised 11/03/11

Mail form and attachments to:  
**Summerbrooke Homeowners Association, Inc.**  
**1465 Northside Drive Suite 128**  
**Atlanta Ga 30318**

Print Form

Summerbrooke is a covenants-protected and Designs Standards-enforced community. The Declaration of Covenants requires all homeowners to submit an Architectural Control Committee (ACC) Modification Request Form for all changes to the exterior of their home which will alter its appearance to their neighbors or from the street(s) abutting the property. This can include painting, fencing, walls, tree removal, pools and spas, landscaping, recreational equipment including playsets, or other lot or structural modifications, deletions, or additions. **If in doubt, submit the proposed modification to the ACC for approval. Allow 15 days from the date the ACC will actually receive this form before starting project. The ACC is allowed a 14-day review period of all requests from the day the form is received. A decision will be rendered to you in writing upon the ACC rendering a decision. You will be notified when the ACC has received your request and when the 14 day review period begins.**

## General Information

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

Home Address: \_\_\_\_\_

Home #: \_\_\_\_\_

Work #: \_\_\_\_\_

Cell #: \_\_\_\_\_

Primary Email: \_\_\_\_\_

Secondary Email: \_\_\_\_\_

## Project Information

Estimated Start Date: \_\_\_\_\_

Estimated Completion Date: \_\_\_\_\_

*Color/paint samples, a description of the modification(s), drawings, exterior elevations, floor plans, details of materials to be used, pictures and brochures must be included. If the request includes an addition to or elimination of part of the structure or major landscaping, a site plan must be enclosed. A site plan must show the exact location of the modification(s) being requested. The home and existing decks, walkways, driveways, etc. must be indicated on the site plan. **These items will not be returned.***

### Painting

- Paint brand
- Color names/numbers
- Color samples
- Specify color: siding/stucco
- Specify color: trim/gutters
- Specify color: garage door
- Specify color: doors/shutters

### Fence/Wall/Screening

- Specify materials types
- Specify style
- Stain brand
- Stain color names/numbers
- Stain color samples
- Sketch on site plan

### Recreational Equipment

- Specify type
- Equipment brand
- Equipment model
- Sketch on site plan

### Pool/Spa

- Spa/pool brand
- Spa/pool model
- Specify decking materials
- Specify dimensions
- Pictures/brochures
- Sketch on site plan

### Other

- Explain thoroughly below

### Landscape Add/Modify

- Specify plants
- Specify other materials
- Sketch on site plan

### Tree Removal

- Sketch on site plan

### Roof

- Specify materials types
- Materials brand
- Color names/numbers
- Color samples

### Structure Add/Modify

- Provide set of building plans
- Sketch on site plan

**Additional Information**

**Submission Date:** \_\_\_\_\_

**Signature:** \_\_\_\_\_