CANONGATE VILLAGE

Architectural Control Committee

Home Improvement Request Form
Directions

TO ENSURE A QUICKER RESPONSE TO YOUR REQUEST, PLEASE READ AND FOLLOW THESE DIRECTIONS:

ALL ACC REQUEST FORMS ARE TO BE SUBMITTED VIA EMAIL TO THE ACC CHAIRPERSON LISTED AT THE BOTTOM OF THE FORM.

1. **ONLY ONE PROJECT PER REQUEST.** (EXCEPTION-A REQUEST FOR A POOL AND SURROUNDING FENCE MAY BE ON THE SAME REQUEST)
2. **INCLUDE A PAINT OR STAIN COLOR SAMPLE CHIP** THAT INCLUDES THE BRAND OF THE PAINT, THE NAME OF THE COLOR AND ANY CORRESPONDING COLOR NUMBERS.
3. **INCLUDE PICTURES OF ALL SIDES OF YOUR HOME.**
4. **BE SPECIFIC IN YOUR DESCRIPTION OF YOUR PROJECT.** (WE DON'T READ MINDS!)
5. **INCLUDE SAMPLE PICTURES OF THE PROJECT YOU ARE REQUESTING,** SUCH AS THE ACCESSORY BUILDING, FENCE STYLE AND MATERIAL, POOL, OR LANDSCAPING BRICKS/STONE.
6. **FOR POOLS, FENCES, OR ACCESSORY BUILDINGS, INCLUDE A COPY OF YOUR PROPERTY PLAT OR SURVEY SHOWING WHERE YOUR PROJECT WILL BE LOCATED.** (NOT NECESSARY FOR PAINT CHANGES OR NEW ROOFS)
7. **PUT YOUR INITIALS OR N/A ON EACH LINE ON THE LAST PAGE OF THE REQUEST.**
8. **SUBMIT YOUR REQUEST IN A TIMELY MANNER.** OUR TURN AROUND TIME IS FAIRLY QUICK, BUT OUR DECISION WILL BE DELAYED IF THE REQUEST FORM IS INCOMPLETE OR UNCLEAR. NO PROJECT CAN BEGIN WITHOUT ACC APPROVAL.
9. **PLEASE BE SURE THE REQUEST FORM AND ANY ADDITIONAL ATTACHMENT TO YOUR REQUEST ARE SCANNED PROPERLY AND CORRECT SIDE UP.**
10. **SIGN YOUR FORM!**

If after your project has been approved and a change is needed for any reason, please complete a **Change Request Form for approval PRIOR** to making the change.

UPDATED 2025.

CANONGATE VILLAGE

Architectural Control Committee

Home Improvement Request Form

Directions – **Please PRINT clearly.** Complete each section of this form, sign and date the form.

Homeowner Name : _____ Date : _____

Street Address : _____ Phone : _____

Email : _____ Alt. Phone : _____

Section 1

Please indicate the improvement(s), which you propose, <u>ONLY ONE PROJECT PER REQUEST</u>:

- ❑ New Structure / New Project
- ❑ Modification of Existing Structure / Project
- ❑ Change Color or Material Composition of House
- ❑ Installation Pool / Shed / Playground Equipment
- ❑ Landscape Screening Project / Fence
- ❑ Concrete / Paver / Stone Project
- ❑ Grading of Terrain

Please describe improvement in more detail which you marked above (Be Specific)

_____

_____

_____

_____

List the <u>current color(s)</u> and material composition of your primary home. Please be advised that any outbuilding, must match the exterior of your home (style, color, and material composition).

House Color: _____

Trim/Shutter Color: _____

Exterior Composition (stucco / siding / brick, etc.): _____

Garage Door Color: _____

Location of improvement(s) which you propose – Be specific, showing to scale the property lines, building set back lines, easements, fences, sidewalks, patios, pools, distances from all sides of the improvement to property lines and pool equipment location. **A PROPERTY PLAT OR SURVEY IS REQUIRED.**

❑ Front yard ❑ Back yard ❑ Side yard

Location on property as viewed from the front of the lot: _____

Distance of structure from property line(s): _____ ft.

Construction / Installation Dates

Anticipated Start Date: _____ Anticipated Completion Date: _____

Who Will Work On This Improvement?

- ❑ Homeowner
- ❑ Licensed Contractor: Name _____

  Phone _____

Section 2

If your project / plans will change the appearance of your house or lot in any way, complete the section below:

❑ **Accessory Structure, Outbuilding, Color and / or Material Composition change to existing house**

1. Type of Structure: _____
2. Purpose of structure: _____
3. Dimensions: Height:_____ ft. Width: _____ ft. Length: _____ ft.
4. Siding Material: ❑ Composite ❑ Brick / Stone/Stucco ❑ Wood
5. Roof Material: ❑ Architectural Shingle ❑ 3-tab Shingle ❑ Wood
6. Roof / Shingle Color _____ Manufacturer_____
7. Brick color: _____
8. List stone color/type: _____
9. Stucco: _____
10. List primary color of the new structure or new color change: _____ Note: **COLOR SAMPLES MUST BE PROVIDED WITH YOUR REQUEST.**
11. List accent or trim colors of the new structure or new color change: _____ Note**:** **COLOR SAMPLES MUST BE PROVIDED WITH YOUR REQUEST.**
12. Shutter Color: _____ Note**: COLOR SAMPLES MUST BE PROVIDED WITH YOUR REQUEST.**
13. Windows: Number _____ Type _____
14. Number of doors: _____ Type of door(s): _____ Color of door(s): _____ Note**: COLOR SAMPLES MUST BE PROVIDED WITH YOUR REQUEST.**

❑ **Fence (CHAIN LINK/CYCLONE FENCES ARE NOT PERMITTED)**

1. Location: _____
2. Height: _____ ft.
3. Perimeter Length: _____ft.
4. Material: _____
5. Color: _____
6. Style: _____

❑ **Retaining Wall**

1. Location: _____
2. Height: _____ ft.
3. Perimeter Length: _____ ft.
4. Material: _____
5. Color: _____

❑ **Driveway**

1. Location: _____
2. Perimeter Length: _____ft.
3. Material: ___Concrete ____Asphalt

❑ **Sidewalk**

1. Location: _____
2. Perimeter Length: _____ ft.
3. Material: _____

❑ **Piers/ Docks/ Sea Walls**

1. Location: _____
2. Material: _____
3. Perimeter Length: _____ft.
4. Height: _____ ft

❑ **Grading** – Any grading to your property cannot affect property owners adjacent to your lot. If grading will affect adjacent property owners, you are required to obtain signatures from those homeowners prior to beginning work on your project. Please obtain this form from the ACC.

❑ Front yard ❑ Back yard ❑ Side yard

❑ **Landscape Screening** – **Please describe screening in detail. Attached addition page if needed.**

❑ Front yard ❑ Back yard ❑ Side yard

_____

_____

❑ **Recreation** – Any recreational equipment must be place behind the home and / or out of view from the street. The use of shrubs to screen the structure is a permitted alternative.

❑ In-ground pool
❑ Above-ground pool
❑ Swing set/Playground equipment
❑ Other: _____

Section 3

Your application is complete if you have completed the following in details: (please initial)

_____ Described improvements on the form including the dimensions of the structure, play structure, improvements, and or fence/retaining wall. You may attach a separate sheet of additional information to assist in the process.
_____ Submitted Property plat/ survey showing the exact location of the proposed improvements.
_____ Attached digital photos of your lot from all four sides.
_____ Submitted formal architectural blueprints / landscaping design of your project. These documents must show the precise location of the project on your lot. Sketches on a piece of paper will not be accepted.
_____ Attached a sample of paint or stain color to be used. Any changes in the original color submission must be resubmitted to the ACC for approval.
_____ For any house additions and storage buildings, you must obtain a construction permit from Coweta County within thirty (30) days of the date of approval by the Architectural Control Committee.
_____Signed the application form.

Section 4

Acknowledgement:
In an effort to provide and protect each individual homeowner's right and values, it is required that any homeowner or group of homeowners considering improvement (examples retaining walls, additions, out buildings, decks, patios, etc.) on their deeded property other than landscaping, submit a request for home improvement approval to the Architectural Control Committee for approval by the Homeowners Association **PRIOR** to initiating work on planned improvements.
I understand that after this request is approved, if any changes are wanted or needed, a change request form must be submitted for further approval, prior to making the requested change.
I understand that if any changes made that have not been approved, the ACC has the right to ask me, the homeowner, to remove the improvement from the property. I understand that the ACC will act on this request as quickly as possible and contact me in writing regarding their decision. I further understand that no interim updates and status will be given on my application. I AGREE NOT TO BEGIN PROPERTY IMPROVEMENT(S) UNTIL THE ARCHITECTURAL CONTROL COMMITTEE NOTIFIES ME OF THEIR DECISION.

Homeowner Signature: _____ Date: _____

RETURN REQUEST FORM TO:
SHARON KADLICK
ACC CHAIRPERSON
Email: SKADLICK2020@GMAIL.COM Phone: 678-633-9888

For Association Use Only		
Date Received	**Date Reviewed**	**Notice of Receipt Letter Sent**
Date Notice of Approval Sent	**Date Notice of Denial Sent**	**Date Notice for Request of Additional Information Sent**
Date Notice of Meeting Request Sent	**ACC Meeting Date**	**Homeowner Meeting Date**
Comments or Contingencies		
Follow-up Notes		
ACC Chair Signature		