

ACC APPLICATION FOR MODIFICATION

(Revised 6.2.2014)

Before submitting, refer to the ACC Guidelines for required information to be included with this form. This form **MUST** be completed and returned prior to commencing any work. Incomplete forms will be returned without review. Documentation submitted for review becomes the property of Johns Creek Station HOA.

Name:		Date:	
Sub-division:	Johns Creek Station	Home Phone:	
Address:		Cell Phone:	
City/State/Zip:		Office Phone:	

MINOR MODIFICATION

Examples:

Description of Minor modification requested.

MODERATE MODIFICATION

Deck ___ Screened Porch ___ Gazebo ___ Fence ___ Retaining Wall ___ Other (specify) _____
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Please provide all the information necessary to evaluate your request thoroughly and quickly. Requests **MUST** include, without limitation, the following information: detailed description, site plan (including all dimensions), color chips (if applicable), list of materials, pictures, brochures (if applicable), and any other information as required by the Community Design Guidelines for Johns Creek Station HOA.

Description of Moderate modification requested (attach separate sheets if necessary):			
Estimated Start Date:		Estimated Completion Date:	

I understand and agree that no work on this request shall commence until written approval of the Johns Creek Station ACC has been received by me. I represent and warrant that the requested improvements and/or modifications strictly conform to the Community Design Guidelines and these changes shall be made in strict conformance to those Guidelines. I understand that I am responsible for all city, county and state regulations.

Permission is hereby granted for ACC members and appropriate Johns Creek Station HOA representatives to enter the property to make reasonable observation and inspection of the requested modification and completed project.

Neither the Johns Creek Station HOA, Board of Directors, ACC nor their respective members, officers, successors, assigns, agents, representatives or employees shall be liable for damages or otherwise to anyone requesting approval of an architectural alteration by reason of mistake in judgement, negligence or non-feasance, arising out of an action with respect to any submission. The architectural review 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 and covenant not to sue all of the foregoing from/for any claims or damages regarding this request or the approval or denial thereof.

All owners must sign:

Homeowner 1 Signature _____ Date _____

Homeowner 2 Signature _____ Date _____

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

Homeowner Signature: _____ Date: _____

Allow **60 days** for a modification review. Modification begun prior to approval is subject to a fine.

Submit Application to:
Johns Creek Station HOA BOARD
jcshoaboard@gmail.com

FOR ACCESS MANAGEMENT USE ONLY:

MODIFICATION FORM:

Date Received _____ Form Accepted Form Denied

Access Management Signature: _____ Date: _____

APPROVAL STATUS:

FINAL APPROVAL:

This Application for Modification is approved and VALID UNTIL _____. If modification is not completed by then, the homeowner must resubmit the Modification Request.

CONDITIONAL APPROVAL:

This Application for Modification will be approved within 15 days after re-submission provided that the following modifications are made to the request:

INSPECTION (as applicable):

Date of Inspection: _____ Approved Denied

Inspector Name: _____

Inspector Signature: _____ Date: _____

Property Manager Name: _____

Property Manager Signature: _____ Date: _____

*If rejected, please attach separate sheet explaining reason for rejection, the corrective action(s) required, and completion date.