

COVERED BRIDGE AT CHATEAU ELAN OWNERS ASSOCIATION

APPLICATION FOR MODIFICATION

DATE:	_____
NAME:	_____
ADDRESS:	_____
PHONE:	_____
EMAIL:	_____

ALL APPLICATION REQUESTS MUST BE RECEIVED BY THE HOA AT LEAST 30 DAYS BEFORE THE PROJECTED PROJECT STARTS. YOU DO NOT HAVE PERMISSION TO BEGIN YOUR REQUEST UNTIL YOU RECEIVE WRITTEN APPROVAL. PLEASE REFER TO YOUR COPY OF THE COVENANTS AND RESTRICTIONS BEFORE COMPLETING. Upon receipt of the completed, signed application and any required supporting documents your application can be reviewed. Please allow thirty (30) days as outlined in the Covenants for a decision to be granted on your request. You will receive an email notifying you of the decision. An application may be RUSHED only if you have damage, or this is a cause for potential damage to your home or your neighbor's property.

INCOMPLETE APPLICATIONS WILL NOT BE PROCESSED.

(Please mark selection with an X)

___ **FENCES:** Please include all the following supporting documentation: **1-** A survey showing property lines **2-** A photo of the fence that you wish to install. **3-** A drawing showing where the fence will be built in relation to the house and include any gate placement. **4-** If you are tying into an existing fence, please supply signatures of the neighbors granting permission to do so. **5-** A plan to stain or paint the fence including manufacturer name, color number and color swatch.

___ **LANDSCAPING: (Landscape beds/yard art):** Please include photos and/or drawings of the landscape area. Please provide plant/bush type if you are installing new materials. If you are placing statuary, fountains or other decorative items in existing landscape beds photos must accompany each landscape item showing placement.

___ **POOLS & SPAS:** Please provide all of the following supporting documentation **1-** A photo of manufacturer style and number of pool/spa. **2-** A detailed drawing (artist rendering) showing placement of pool/spa in relation to the house. **3-** Detailed landscaping plan showing plant matter and placement. **4-** Survey of lot showing property lines. If you are installing fencing a separate fence application must be submitted. **5-** If you are installing decking, please provide an artist rendering and be sure to include the dimensions of deck, material type and stain color and number. **6-** If you are installing railing, you must provide a photo of the railing, and include a detailed drawing with the dimensions.

___ **Recreational Equipment:** Please include all of the following supporting documentation: **1**-A photo of the equipment **2**-Specific manufacturer name, number and type of equipment. **3**-A drawing or photo showing where the equipment will be placed in relation to the home.

___ **Repainting:** Please include paint manufacturer, type and color along with the color paint samples marked with where the color will be placed. (Ex: body, trim, shutters, front door, siding, garage door, gutters, etc.)

___ **Roof:** Please include the manufacturer type and color of the roofing material. Please supply a photo of the shingle color you wish to use. (Please do not remit actual roofing shingles. Email color scans of shingles or links to the manufacturer's website will suffice)

___ **Screening & Lattice:** Please include material, style, color and elevation along with a drawing of where this will be placed in relation to the home.

___ **Structural Addition/Modification:** Please include the following supporting documentation **1**-Survey showing property line **2**-Detailed drawing/plans showing dimensions and the final look of the project. **3**-City/County building permits. **4**-Detailed information on material used, paint manufacturer, color numbers, and paint chip sample. **5**-Information on roofing shingles manufacturer, number and sample. (Please do not remit actual roofing shingles. Email color scans of shingles or links to the manufacturer's website will suffice)

___ **Tree Removal:** Please either include a photo or sketch showing where the tree(s) is currently located. If you are planning to replace the tree(s) please note on the application the type of tree/plant matter that will be replacing the removed tree(s) and the time frame of the new installation.

___ **Other:** _____ Please contact Tom Collins 770-307-4031 to discuss supporting documentation to be submitted.

Additional Comments

DATE TO START PROJECT: _____

ESTIMATED COMPLETION DATE: _____

Architectural Modification Request (please read before submitting request)

All Modification requests must be submitted directly to the Covered Bridge HOA for processing. You must have a **written approval** before commencing work.

You may return your signed completed request either in person, by email, or US mail. The return information is listed on the application. Please remember to include any additional information such as plats, artist rendering, color samples, photos, manufacturers photos, etc., that will be helpful for the review of your request.

Incomplete applications will be returned and unsigned application will not be processed

Some Common Delays:

- Missing survey or sketch on fence requests
- Landscaping design- Missing dimensions on art statues, Flags etc. and or location, plant sizes types
- Recreational Equipment- missing location on survey or site plan, type or equipment and photo.
- Painting-specifics on what you are painting. Missing samples
- Structural Additions- Missing Sketches or plans. Plans not to scale or no dimensions or location
- Tree Removal- Type, size and location. Is it dead or alive?

Permits

For your protection, inquire with the proper authority, wither city or county, regarding the permit requirements before starting any work on your property. Projects involving new construction, additions, alterations, or any modification to structural, electrical, heating, water, gas or sanitary plumbing will most likely require a permit.

Incomplete applications will cause delays in the processing

I further understand and agree that **no work on the modification request shall commence** until written approval of the ADRB has been received by the property owner. I represent and warrant that the requested modifications strictly conform to the Declaration of the Covenants, Conditions, Restrictions and guidelines for the Covered Bridge at Château Élan Owners Association. I further understand and agree that as the property owner, I am responsible for complying with all city and/or county building and zoning regulations.

I understand, per the Covenants and/or Architectural Standards, approval by the ADRB shall be effective for a period of one (1) year from the date the approval is given. If work has not commenced within a one (1) year period, the approval shall expire and no work shall thereafter commenced without resubmitting plans to the appropriate reviewing body.

This Request must be signed, or it will not be processed

Signature of Property Owner: _____ Date: _____

Please Return Completed applications and supporting documentation to:

Covered Bridge HOA
6155 Golf Club Drive
Braselton, GA. 30517
Email: tomcollins@chateauelan.net

TO BE COMPLETED BY ARCHITECTURAL/DESIGN REVIEW BOARD

DATE RECEIVED: _____

DATE REVIEWED: _____

SIGNATURE: _____

COMMITTEE ACTION:

_____ APPROVED AS SUBMITTED

_____ Conditionally Approved

_____ Disapproved

_____ Deferred Until _____

_____ Withdrawn

_____ Returned

COMMENTS:
