

SOUTHFIELD PLANTATION AND TIVOLI ARCHITECTURAL REQUEST APPLICATION

OWNER

PROPERTY ADDRESS

CONTACT INFORMATION:

PHONE: DAY

EVENING:

Mailing Address (if different from above)

E-Mail Address

CONTRACTOR INFORMATION (if applicable)

Contractor Name

Contractor Phone

Project Start Date

Projected Completion Date

Modification or Addition:

☐ Detached structure/building

☐ Solar Screen(s)

☐ Patio/Arbor/Deck

☐ Fence

☐ Exterior modifications

☐ Pool/Spa

☐ New Construction

☐ Retaining Wall

☐ Roof

☐ Exterior Paint

☐ Satellite Dish

☐ Other

If Other, Please describe:

Description of and reason for request (required)

Please ensure you have attached/included all of the following information:

☐ A completed submission form (2 pages)

☐ A complete description of the project to include such info as height, width, depth, materials, colors, etc

☐ A picture or drawing of intended project – sketches, clippings, catalog illustrations, etc

Please note major construction such as an addition or pool must have plans and specs from a licensed contractor

☐ A site plan showing the location of the house along with any other structures on your lot and the proposed structure, including dimensions from the property line

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Owners Acknowledgments:

I understand.....

That no work on this request shall commence until approval from the Architectural Control Committee (ACC) has been received;

Any construction or alteration to the property prior to approval of the ACC may be required to be returned to its original condition at MY OWN EXPENSE. If this is not done and the HOA incurs any legal fees related to my construction or application, I will reimburse the HOA for all such legal expenses incurred;

That all construction or alterations will be completed in a neat and orderly fashion;

That there are architectural requirements covered by the Covenants and I will ensure I have reviewed these prior to submitting the application;

That the Architectural Control Committee member may inspect the work prior to and following the completion of the work to ensure it meets the approved specifications;

All proposed improvements to the property must also comply with city, county, state and local codes. I understand that applications for all required permits are my responsibility. Nothing herein shall be construed as a waiver of modification of any codes. My signature indicates that these standards are met to the best of my knowledge.

That any variation from the original application must be resubmitted for approval;

That, if approved, said alteration must be maintained per the Declaration of Covenants, Conditions and Restrictions for the property;

These improvements or alterations will not detrimentally affect the proper drainage of any common area or surrounding lots. I will be responsible, at my expense, to correct any drainage problems to such areas that may occur as a result of this work or alteration;

The Applicant acknowledges and agrees that the Committee and Association assume no liability and makes no representations regarding the adequacy or quality of any submitted plans or whether such plans comply with any or all governing authority requirements. The Committees review, comments, and/or approvals do not relieve the Builder or Applicant of their responsibility and obligation to comply with the Master Declaration, Master Design Guidelines, or Subdivision Guidelines as applicable. The Builder or Applicant agrees to grant the HOA accesses to the property at any reasonable hour to inspect compliance issues;

It is the duty of the owner and the contractor employed by the homeowner to determine that the proposed improvement is structurally, mechanically, and otherwise safe and that it is designed and constructed in compliance with applicable building codes, fire codes, other laws or regulations and sound practices. Your HOA, the ACC and any member thereof, shall not be liable in damages or otherwise because of the approval or non-approval of any improvement

The ACC will have 30 days for review of any application. However, the ACC will make every reasonable effort to expedite the review process. Requests for clarification on any submitted paperwork may delay the approval process. This application must be accompanied with the necessary documents, photos, drawings, and information. Property Owners must sign the application.

By submitting this form to the Southfield Plantation and Tivoli HOA I certify the above information is an accurate representation of the proposed improvements and the work will conform to the applicable covenants and standards; improvements will be completed in accordance with the approved application; construction is not to begin until approval has been received from the ACC and that the ACC or HOA Board member has permission to enter the property to make inspections, as they deem necessary.

☐ I have read and understand the Owner Acknowledgments above.

☐ By submitting this form and any attachments to the Southfield Plantation and Tivoli HOA I agree to the terms outlined in the Owner Acknowledgments

Save and copy this form to your computer. Submit this form along with other documentation to acc@SPTHOA.net OR

Save this form to your computer. Print this form and mail it along with other supporting documentation to

PO Box 322, Bonaire, Ga 31005

For HOA Use Only Please

Date received

☐ APPROVED

☐ APPROVED WITH STIPULATIONS

☐ DENIED

Stipulations and Suggestions:

HOA ACC Chairman _____ HOA President _____

Date: _____ Date: _____