

**CALAMAR HOA
ARCHITECTURAL CONTROL COMMITTEE (A.C.C.)
REQUEST FOR CHANGE/MODIFICATION**

First Name:	Last Name:	Date Submitted:
Address:		Cumming, GA 30040
Home Number:	Work Number:	Cell Number:

The A.C.C. requires you provide all necessary information to evaluate the request thoroughly and quickly. Your community covenants provide the A.C.C. a maximum number of days in which to approve or deny your request. Under normal circumstances, we will act as quickly as possible (usually within 7 business days after receipt of request) and return to you our determination in written form for your personal files.

Please include, without limitation, the following information: site plan (including all dimensions), detailed description of request, list of materials, pictures (if applicable), and any other information as specifically required below or as required by the Covenants applicable for your community.

Description of addition/change/modification requested:

Estimates Start Date:	Estimated Completion Date:
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Under each of the most common headings below, all the items listed must be submitted. Please refer to both the **Calamar Declaration of Protective Covenants** and **Calamar Community Standards 2012** for other necessary information required for modifications such as detached structures, outdoor play equipment, pools, tree removal, etc.:

- Patio or Walkway
 - Lot survey denoting location
 - List of materials to be used

- Exterior Decorative Objects, Lighting, Etc.
 - Description of object
 - Location and picture or sketch of object

- Garden Plot
 - Location and size of garden
 - Type of plants to be grown

- Play Houses
 - Location (Must have minimum visual impact on adjacent properties)
 - Size and sketch (Limited to an area not to exceed 100 square feet)
 - Materials (In most cases, material used must match existing materials of home)

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- Private Pool
 - Picture or drawing of pool type
 - Dimensions
 - Site plan denoting location
 - Type of lighting source
 - Landscape plan

- Fencing
 - Picture or drawing of fence type
 - Dimensions
 - Color (Must be natural)
 - Site plan denoting location. (Please use copy of survey from your closing package).
 - Materials (Must be cedar, redwood or pressure treated pine)
 - If fence is solid privacy type, all posts shall be anchored in concrete

- Deck/Porch
 - Picture or Drawing (Deck must match any existing deck)
 - Dimensions
 - Site plan denoting location
 - Materials (Must be cedar, redwood or pressure treated pine)

- Exterior Building Alterations
 - Paint (Submit only if other than original paint color)
 - Area of home to be repainted
 - Photograph of your home plus homes on either side (In most cases adjacent homes cannot be painted the same colors)

- Storm Windows/Doors
 - Picture depicting style of storm window/door to be installed
 - Color (window/door trim must be baked enamel and color must be compatible with primary and trim colors)

- Building Additions
 - Location of addition on site plan
 - Size, color and detailed architectural drawing of addition
 - Materials (Material used must match existing materials of home)
 - Building permits (If required)

- Tree Removal
 - Site plan denoting location, number of trees, and species of trees to be removed. (Must have minimum visual impact on adjacent properties to preserve the look and feel of Calamar)

- Other; Please specify: _____
 - Location of addition on site plan, if necessary
 - Size, color and detailed architectural drawing of addition, if necessary
 - Materials (Material used must match existing materials of home)

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Please read and acknowledge with signature below:

I understand and agree that no work on this request shall commence until written approval of the ACC has been received by me. I represent and warrant that the requested changes strictly conform to the community Protective Covenants and that these changes shall be made in strict conformance with the Protective Covenants. I understand that I am responsible for complying with all city and country regulations.

Neither the Association's Board of Directors, the Association's Advisory Committee or the Association's ACC nor their respective members, successors, assigns, agents, representatives nor employees, shall be liable for damages or otherwise to anyone requesting approval of an architectural alteration by reason of mistake in judgment, negligence or non-feasance, arising out of any 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 limitations, 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.

Owner's Signature: _____ Date _____

Owner's Signature: _____ Date _____

Please submit this form and attachments to the ACC and BOD
Email to: ACCCalamar@gmail.com

or

Mail to:
Calamar HOA
Attn: ACC
6205 Calamar Dr.
Cumming, GA 30040

FOR ACC USE

Approved By:

Date Received:

Approved Not Approved

Conditions:

Comments: