MADISON GREEN HOMEOWNER ASSOCIATION, INC.
Architectural Modification Application Form

Please read the instructions on the final page before completing this form

Date:_____

Homeowner's Name: _____

Address: _____ Lot #_____

Home Phone: _____ Work Phone: _____

Estimated Start Date: _____ Estimated Completion Date: _____

DO NOT BEGIN YOUR PROJECT UNTIL YOU RECEIVE WRITTEN APPROVAL FROM THE ARCHITECTURAL REVIEW COMMITTEE

TYPE OF MODIFICATION BEING REQUESTED

For minor modifications, refer to #3 on Instructions.

MINOR PROJECTS

☐ Arbor	☐ Awning	☐ Deck
☐ Doors (Screen/Storm/Replacement)	☐ Exterior Lighting	☐ Paint/Stain *(include sample)*
☐ Recreational Equipment	☐ Satellite/Antenna	☐ Shutters/Windows

For major modifications, refer to #4 on Instructions.

MAJOR PROJECTS

☐ Addition (Room)	☐ Excavation/Drainage/Clearing	☐ Fence
☐ Gazebo	☐ Landscaping (Major)	☐ Porch
☐ Storage Building	☐ Other (See#7) _____	

NOTE: A site plan, to scale, MUST be submitted for ALL modification requests, except request to paint house.

Permission is hereby granted for members of the Architectural Review Committee and appropriate Madison Green Homeowner Association representatives to enter the property to make reasonable observations and inspections of the modification request and completed project.

I have attached a signed "Neighbor Awareness Statement" which indicates that I have discussed this project with my neighbors who may be directly impacted by the proposed modification (this form is required if it is a Major Project).

Homeowner Signature: _____

MADISON GREEN HOMEOWNER ASSOCIATION, INC.

Date of ARC Review:_____ **ARC Representative Signature:**_____

☐ **APPROVE** ___/___/___Project must be completed within 45 days of approval date, otherwise approval will be cancelled

☐ **DENIED**___/___/___Please refer to enclosed letter regarding reason for denial and possible solution

MADISON GREEN HOMEOWNER ASSOCIATION, INC.
Architectural Modification Application Form

I. PROJECT DESCRIPTION (Describe in detail your proposed project. Attach extra pages if needed):

II. How will this project impact adjacent properties? Will you need permission to access adjacent property in order to complete project?

III. CHECKLIST – Please review the questions and check either YES or NO

No.	Question	YES	NO
1	Have you enclosed a Copy of your Site Plan (Lot Survey) and outlined the proposed improvements on it?		
2	Have you enclosed additional documentation, graphics, photos, pictures that would help to further describe the proposed improvement?		
3	Is the Homeowner performing the work?		
4	Is a contractor performing the work? If YES, write in Contractor Name, Address and Phone below: Contractor Name: Contractor Address: Contractor Phone:		
5	Have you discussed this modification with your neighbors, who may be directly impacted by the proposed improvement (If it is a major project, you must include a completed Neighbor Awareness Statement)?		

MADISON GREEN HOMEOWNER ASSOCIATION, INC.

Architectural Modification Application Form

The Madison Green Homeowner Association Architectural Review Committee (ARC) requests that *all* required documentation be submitted at one time. IMPORTANT: Any modification request submitted that does not include all required documentation will be returned to the homeowner unprocessed.

1. Please PRINT legibly in BLACK ink. Provide the complete homeowner(s) name and information. Only the Property Owner may apply for an Architectural Modification.

2. Give the complete address of the home for which the modifications are being requested. *Please make note if the owner's mailing address is different from the home address where the modifications are being requested.*

3. For **minor** and **major** modifications, please enclose the following with your Application:

    a. Copy of the property deed showing the owner's name and property address.
    b. A site plan, to scale, that shows the exact location of modification being requested in relation to the property lines - a State of Georgia registered survey plat clearly showing property lines, existing improvements, and proposed modifications(s). Please note exact location of modification(s) being requested in relation to your property lines. Existing fences, decks, walkways, driveways, etc. should be clearly indicated.
    c. A detailed description of the modification, including scale/measurements, drawings, exterior elevations, floor plan details and/or materials to be used. Pictures, catalog pages, brochures, or color sample swatches must be included. You may attach a separate page (typed) describing the project in further detail.
    d. If you have selected OTHER, attach a separate page (typed) describing the exact nature of the project in detail.
    e. Required for **major** projects only: Include a completed Neighbor Awareness Statement

4. Complete the entire application, sign and date form.

5. SUBMIT TWO (2) SETS of the APPLICATION FORM (one signed original and one copy) AND SUPPORTING DOCUMENTATION and SAMPLES. Completed forms can only be accepted via mail. Faxes cannot be accepted.

6. Once the homeowner has completed the pre-approved project, the homeowner must submit the Project Completion Notification to the Architectural Review Committee for project review and validation.

7. It is the responsibility of the homeowner to check with the City and/or County Building & Inspections Department to obtain necessary/required permits and building code information. Use of property and improvements must comply with applicable building codes and other governmental requirements and regulations. Approval by the Association and Architectural Review Committee will not constitute assurance that the improvements comply with applicable governmental requirements or regulations or that a permit or approval are not also required from applicable governmental bodies.

8. In making improvements, homeowners are responsible for locating all water, sewer, gas, electrical, cable television, or other utility lines on easements. Homeowners should not construct any improvements over such easements without the consent of the utility involved, and homeowners will be responsible for any damage to any utility lines. Homeowners are responsible for contacting the appropriate utility to obtain information regarding any lines and easements.

9. ***Important:*** Mail application form and all documentation to:

MADISON GREEN HOMEOWNER ASSOCIATION, INC.
C/o Prestige Management Group
1010 Wyngate Parkway, Suite 103
Woodstock, GA 30189
-FAXES ARE NOT ACCEPTED-

MADISON GREEN HOMEOWNER ASSOCIATION, INC.

Architectural Modification Application Form

PROJECT COMPLETION NOTIFICATION

When your home improvement project has been completed, please fill out this form and return to:

Madison Green Homeowner Association, Inc.
C/o Prestige Management Group
1010 Wyngate Parkway, Suite 103
Woodstock, GA 30189

Date:_____

Homeowner's Name: _____

Address: _____ Lot #_____

Home Phone: _____ Work Phone: _____

Project Description (Brief) _____

_____

Date of Project Completion: _____

Homeowner Signature:_____

MADISON GREEN HOMEOWNER ASSOCIATION, INC.

Architectural Modification Application Form

NEIGHBOR AWARENESS STATEMENT

(required for Major Projects)

Date:_____

Homeowner's Name: _____

Address: _____ Lot #_____

Home Phone: _____ Work Phone: _____

On (DATE) _____, the attached plans for (PROJECT NAME)_____

_____ were made available to all neighbors as required and noted below for their review. They have been notified that I am submitting these plans to the Architectural Review Board for approval.

I. Signature of Front Facing Neighbor:_____
Address:_____
APPROVE____ DISAPPROVE___

II. Signature of Front Facing Neighbor:_____
Address:_____
APPROVE____ DISAPPROVE___

III. Signature of Side Neighbor:_____
Address:_____
APPROVE____ DISAPPROVE___

IV. Signature of Side Neighbor:_____
Address:_____
APPROVE____ DISAPPROVE___

V. Signature of Rear Neighbor:_____
Address:_____
APPROVE____ DISAPPROVE___

VI. Signature of Rear Neighbor:_____
Address:_____
APPROVE____ DISAPPROVE___

Homeowner Signature: _____

Date:_____