



**LEGACY PARK COMMUNITY ASSOCIATION, INC.**

**RETURN THIS FORM TO LEGACY PARK HOA – ARC MODIFICATION**

4201 Legacy Park Circle, Kennesaw, GA 30144

Tel: 770-919-2556 / [modifications@legacypark.org](mailto:modifications@legacypark.org)

**\*Due by Midnight the Sunday prior to the 2<sup>nd</sup> Wednesday of the month.\***

**Architectural Review Committee “ARC” Request for Modification**

I understand this application is based upon and sets forth requirements found in the Declarations of Covenants, Conditions, Restrictions (CCRs) for Legacy Park and the Design Standards.

PROPERTY ADDRESS: \_\_\_\_\_ DATE: \_\_\_\_\_

OWNER NAME: \_\_\_\_\_ PHONE: \_\_\_\_\_

EMAIL ADDRESS: \_\_\_\_\_

**USE SEPARATE FORM FOR EACH REQUEST**

Check appropriate box

**Applications:** The Application must be accompanied by necessary documents, photos, drawings, brochures, and any other information necessary to present to the ARC. An application submitted without all required documentation will be considered incomplete and your application will be delayed or denied. *Remember, the more details, the better!*

**ARC Standards:** The standards for approval of all requests shall include, but not be limited to: (1) aesthetic consideration; (2) materials to be used; (3) compliance with the design guidelines; (4) harmony with the external design of the existing dwelling, lot, and structures surrounding the dwelling; (5) any other matter deemed relevant by the ARC.

**Appeals:** The Association allows appeals of an ARC decision. Appeals must be submitted in writing to the HOA office in accordance with the Association’s governing documents.

**IS THIS AN AMENITY LOT?** YES or NO (circle one). Be prepared to provide a photograph of both the front and back of your home if you own an amenity lot – including “line of sight” from Legacy Park Circle, Legacy Lake, Legacy Park Boulevard, park area, neighborhood park, or pool.

☐ **Painting**

☐ **Roof Replacement**

☐ **Pool or Spa**

☐ **Doors / Windows**

☐ **Landscaping**

☐ **Decks / Patios**

☐ **Fence**

☐ **Tree Removal**

☐ **Other**

**HOMEOWNER RELEASE:** The homeowner acknowledges that pursuant to paragraph 11.6 of the CCRs, the review and approval of any application is made on the basis of aesthetic considerations only, and neither the HOA nor ARC shall bear any responsibility for ensuring the structural integrity or soundness of approved modifications, nor for ensuring compliance with building codes or other governmental requirements. Neither the Association, the Board, any committee, or member of any of the foregoing shall be held liable for any injury, damages, or loss arising out of the manner or quality of approved modifications to any Unit. Homeowner further represents and verifies that all applicable licenses and permits have been or will be obtained in accordance with all rules, regulations, and laws.

By signing this application, I have read, understand, and agree to the Homeowner Release printed above.

Homeowner Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Office Use Only**

Accepted: \_\_\_\_\_ Accepted /Comments: \_\_\_\_\_ Accepted/Stipulations: \_\_\_\_\_ Denied: \_\_\_\_\_

Comments:

## Architectural Review Committee “ARC” Request for Modification

Address: \_\_\_\_\_

**Painting:** Include (1) photos of your house & both neighboring houses; and (2) color samples with manufacturer name, color name, number, and paint chips. All paint and color samples must be provided to the office (*photos of color/sample are not acceptable*). *If it is a standard color, you can check with the office to confirm if we have a paint sample.* See additional forms for the painting of brick.

**\*PLEASE PROVIDE PAINT NAMES AND MANUFACTURER IN THE APPROPRIATE BOXES BELOW:**

Siding		Front Door	
Trim / Gutters/ Downspouts/Vents		Other Doors	
Keystones	Keystones must remain natural and cannot be painted	Garage Doors (Same as trim)	
Metal Roof/ Chimney Cap		Shutters	

### **Describe your Project:**


**Doors / Windows:** Include (a) photos of your house & windows and/or doors to be replaced; (b) a manufacturer’s brochure with the contractor’s work order describing the windows; (c) a photo of the requested windows and/or doors; (d) proposed color of the door. All windows must be single or double-hung, sliders are not approved. All windows must match, either all grids or no grids.

**Fence:** Include (a) photos of your house and yard; (b) pictures of the proposed fence; (c) details of the fence: height, style, measurements, materials, and color; and (d) a sketch for the fenced area on a plat. You are required to maintain all your property, including areas outside of your fence.

**Roof Replacement:** Include (a) photos of your house; (b) manufacturer name, materials, color; and (c) a sample of the shingle.

**Landscape:** Include (a) photos of your house and landscape area; (b) types of material to be used, i.e., shrubs, redesign, etc.; (c) a drawing with plant placement along with “example” color picture/photo of the proposed plants.

**Tree Removal:** Apply for a permit through the City of Kennesaw and provide that approval to the HOA. Plan to plant a tree somewhere on your property to replace the one removed.

**Pool or Spa:** Include (a) design by pool installer; (b) samples and/or photos to identify the type of material to be used for pool/spa, decking, etc., and (c) a plat showing the location on your property where the pool/spa and equipment will be placed.

**Other Exterior Modifications:** Deck, Screened in Porch, Gazebo/ pergola, Play Equipment, Retaining Walls – Plat with a drawing of property including footage from the property line to the proposed structure, drawings, sample photo w/size and detail.