



## LAKE ZACHARY HOMEOWNERS ASSOCIATION, INC.

### REQUEST FOR ARCHITECTURAL / LANDSCAPE REVIEW

Homeowners are required to submit property improvement plans to the Association Architectural Review Board for review and approval prior to beginning their improvements. Each Lake Zachary homeowner is subject to these restrictions.

Name \_\_\_\_\_ Date \_\_\_\_\_ Lot No \_\_\_\_\_

Address \_\_\_\_\_ Email \_\_\_\_\_

Phone: Home \_\_\_\_\_ Cell \_\_\_\_\_ Proposed Start Date \_\_\_\_\_ Finish Date \_\_\_\_\_

#### CHECK ALL THE FOLLOWING IMPROVEMENT TYPES THAT APPLY TO YOUR REQUEST

##### HOME IMPROVEMENTS:

- |  |   |  |   |   |
|--|---|--|---|---|
| <input type="checkbox"/> Structural Addition | <input type="checkbox"/> Gazebo/Arbor   | <input type="checkbox"/> Play Structure  | <input type="checkbox"/> Storage Shed     | <input type="checkbox"/> Fence Addition |
| <input type="checkbox"/> Deck/Patio          | <input type="checkbox"/> Pool/Spa       | <input type="checkbox"/> Retaining Walls | <input type="checkbox"/> Sculpture/Statue | <input type="checkbox"/> Solar Panels   |
| <input type="checkbox"/> Trellis             | <input type="checkbox"/> Satellite Dish | <input type="checkbox"/> Windows/Doors   | <input type="checkbox"/> Painting         | <input type="checkbox"/> Fountain       |

##### LANDSCAPE IMPROVEMENTS:

- |  |   |                                       |  |                                    |
|--|---|---------------------------------------|--|------------------------------------|
| <input type="checkbox"/> New Landscape     | <input type="checkbox"/> Tree Addition  | <input type="checkbox"/> Tree Removal | <input type="checkbox"/> Arbors/Vines    | <input type="checkbox"/> Hardscape |
| <input type="checkbox"/> Landscape Lights  | <input type="checkbox"/> Water Features | <input type="checkbox"/> Drainage     | <input type="checkbox"/> Other (specify) |                                    |
| <input type="checkbox"/> Fence (pick one): | <input type="checkbox"/> Scallop        | <input type="checkbox"/> Dog Ear      | <input type="checkbox"/> Saddle          |                                    |

If you are only submitting a request to change the color of your home:

1. Enclose paint manufacturer color samples with this application.
2. Identify which paint samples apply to body of the house, trim/fascia and trim accent colors.

##### ALL OTHER IMPROVEMENTS:

1. Submit your scale drawings and plot plans to: **Lake Zachary HOA, 90F Glenda Trace #209, Newnan, GA 30265**
2. Plans which include pre-assembled structures or kits must include cut sheets or product specifications, colors, dimensions, materials and all other collateral material necessary for proper review.
3. The Board must be informed of all materials used in your improvements in sufficient detail for proper review. Where appropriate, submit samples or color photos of the material (brick, slate, wrought iron, lighting standards, etc). In its sole discretion the Association may ask for more information regarding your improvement during the review process. While waiting for a response from the owner, the 30-day approval time frame will suspend and then resume with receipt of additional information.
4. Though neighbor approval is not required, depending on the improvement, the Board may solicit input from your neighbors regarding your submission and consider their input as part of the review process. It is prudent that you discuss proposed changes to your home with your surrounding neighbors.
5. PLEASE NOTE: Coweta County may require approval of certain types of improvements. You may be required to obtain permits, and other conditions may apply. The owner is solely responsible for fulfilling any municipal requirements.
6. The basis for this architectural requirement is your recorded covenants. Improvements made without architectural approval are subject to removal by the owner at the sole discretion of the Board of Directors or its designated agent.

REQUEST FOR ARCHITECTURAL / LANDSCAPE REVIEW (continued)

Name \_\_\_\_\_

DESCRIBE YOUR IMPROVEMENT IN DETAIL:

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WHO IS YOUR CONTRACTOR?

☐ I'm performing the work myself.

☐ My general contractor is \_\_\_\_\_

☐ My landscape contractor is \_\_\_\_\_

The homeowner is the "person responsible" for damage to Lake Zachary common areas caused by himself or by his contractor while completing these improvements. By submitting this application, I acknowledge responsibility for damage to the common areas by contractors entering Lake Zachary property at my invitation.

The basis for this architectural requirement is your recorded covenants. Improvements made without architectural approval are subject to removal at the sole discretion of the Board of Directors or its designated agent.

IF THE APPLICATION YOU SUBMIT IS INCOMPLETE OR INDECIPHERABLE IN ANY WAY, THE 30 DAY TIME FRAME IN WHICH THE ASSOCIATION HAS TO REPLY IS SUSPENDED UNTIL YOU COMPLETE THE APPLICATION PROPERLY AND RESUBMIT FOR REVIEW.

\_\_\_\_\_  
Homeowner Signature

\_\_\_\_\_  
Date

Improvement work may not commence without written board approval. Please submit plans anticipating up to 30 days for review and comment by the Architectural Review Board. Unauthorized improvements are subject to removal.

*FOR ASSOCIATION USE ONLY*

Committee/BOD Member Name \_\_\_\_\_ Date \_\_\_\_\_

☐ Recommend Approval as submitted: ☐ Recommend Approval with following conditions: ☐ Recommend Denial:

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Committee/BOD Member Name \_\_\_\_\_ Date \_\_\_\_\_

☐ Recommend Approval as submitted: ☐ Recommend Approval with following conditions: ☐ Recommend Denial:

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Association Instructions:

☐ Send response to owner based on Committee input noted above.

☐ Notify owner to cease work.

☐ Send hearing letter regarding unauthorized installation.

☐ Send notice of completion.