

**SOUTHFIELD PLANTATION AND TIVOLI HOMEOWNERS ASSOCIATION**

**ARCHITECTURAL CONTROL COMMITTEE (ACC) REVIEW REQUEST**

**PROPERTY ADDRESS:** \_\_\_\_\_ Section \_\_\_\_ Phase \_\_\_\_

**OWNER/REQUEST BY:** \_\_\_\_\_  Owner  Other \_\_\_\_\_

**CONTACT INFORMATION:** Phone: Day \_\_\_\_\_ Evening \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

Mailing Address (if different from Property Address) \_\_\_\_\_

<b>CONTRACTOR:</b> Phone: _____	Estimated Start Date: _____
Name: _____	Est. Completion Date: _____

**Property Improvement, Modification, or Addition** Contact [ACC@spthoa.net](mailto:ACC@spthoa.net) for New Construction Requirements

Type Structure	Attached to home	Dimensions	Materials
<input type="checkbox"/> Building	Yes / No		
<input type="checkbox"/> Arbor	Yes / No		
<input type="checkbox"/> Deck or Patio	Yes / No		
<input type="checkbox"/> Pool			
<input type="checkbox"/> Fence			
<input type="checkbox"/> Retaining Wall			
<input type="checkbox"/> Solar Screens/Panels			
<b>Other</b>			
<input type="checkbox"/> Satellite Dish			
<input type="checkbox"/>			

**Change to existing exterior materials**       Paint       Roof

Siding

Project Description / Detail Specifications (height, width, depth, materials, color, etc) not included elsewhere.  
*Note: Major construction such as buildings, pool must have plans/specs from licensed contractor*

Continued on attached sheets

- Attachments to this completed "ACC Review Request" form (2 pages):
- Project Description Continuation Sheets, if applicable
  - Picture or drawing of intended project – sketches, clippings, catalog illustrations, etc *(required)*.
  - Site plan showing the location of the home along with any other structures on your lot and the proposed structure, including dimensions from the property line *(required)*.

\_\_\_\_ Initial I have read Declaration of Covenants, Conditions, and Restrictions and plat for property noted above, and understand relationship to planned project.

\_\_\_\_ Initial 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.

\_\_\_\_ Initial I certify that I have read, understand, and agree to the terms outlined in the Owner Acknowledgments identified on page 2 of this Request.

Owner Signature: \_\_\_\_\_

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**OWNER ACKNOWLEDGEMENTS**

**I understand and acknowledge:**

- That the assigned Declarant for property is Southfield Plantation Homeowners Association, and that the property is subject to approval by the Architectural Control Committee (ACC) of the HOA.
- That no work on this request shall commence until approval from the ACC has been received;
- That 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 shall 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 ACC member may inspect the work prior to and following the completion of the work to ensure it meets the approved specifications;
- That 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;
- That 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;
- 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;
- That 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
- That 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 to ensure timely processing.
- That I must submit the completed Review Request form along with other documentation to
  - acc@SPTHOA.net -OR Southfield Plantation HOA, POB 322, Bonaire, Ga 31005

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**For HOA Use Only**

Date Received: \_\_\_\_\_ Review Date: \_\_\_\_\_

DENIED       APPROVED       APPROVED WITH STIPULATIONS

Stipulations and Suggestions:

HOA ACC Chairman      Date: _____	HOA President      Date: _____
Print Name	Print Name
Signature	Signature