

SOUTHFIELD PLANTATION AND TIVOLI HOMEOWNERS ASSOCIATION

ARCHITECTURAL CONTROL COMMITTEE (ACC) REVIEW REQUEST

HOA USE: _____	REQUEST ID: _____	APPROVAL DATE: _____
PROPERTY ADDRESS: _____ Section ____ Phase ____		
OWNER/REQUEST BY: _____ <input type="checkbox"/> Owner <input type="checkbox"/> Other _____		
Est.Start Date:_____ Est. Completion Date:_____ ACC Review Request Date:_____		
OWNER Phone _____ E-Mail _____ Owner Mailing Address (if different from Property Address): _____	Optional CONTRACTOR Phone _____ E-Mail _____ Name _____	

Property Improvement, Modification, or Addition Contact ACC@spthoa.net for New Construction Requirements

___ New Structure /Improvement Type	Attached to home	Dimensions	Materials <small>Provide details in Project Description</small>
<input type="checkbox"/> Building	Yes / No		
<input type="checkbox"/> Arbor	Yes / No		
<input type="checkbox"/> Deck, Patio, Porch	Yes / No		Covered: Yes / No
<input type="checkbox"/> Pool			
<input type="checkbox"/> Fence			
<input type="checkbox"/> Retaining Wall			
<input type="checkbox"/> Solar Screens/Panels			
<input type="checkbox"/> Satellite Dish			
<input type="checkbox"/> Other:			
<input type="checkbox"/>			

___ Existing Structure or Design Change <small>Provide details in Project Description</small>	<input type="checkbox"/> Paint	<input type="checkbox"/> Roof
	<input type="checkbox"/> Siding	<input type="checkbox"/> Other:

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;

____ 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: _____ Date: _____

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OWNER ACKNOWLEDGEMENTS

I understand and acknowledge:

- **DECLARANT:** 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.
- **START DATE:** That no work on this request shall commence until approval from the ACC has been received;
- **ACTION PRIOR TO APPROVAL:** 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;
- **TIMELINESS AND ADEQUACY OF CONSTRUCTION** That all improvements, construction or alterations shall be completed in a neat and orderly fashion and in accordance with the approved application;
- **COVENANTS, CONDITIONS, RESTRICTIONS:** That there are architectural requirements covered by the Covenants and I will ensure I have reviewed these prior to submitting the application;
- **ACCESS:** That the ACC or HOA Representative has permission to access the property as they deem necessary, at any reasonable hour, prior to and following completion of work to make inspections for compliance purposes and ensure it meets the approved specifications;
- **CODE COMPLIANCE:** 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.
- **PLAN VARIANCE/CHANGES:** That any variation from the original application must be resubmitted for approval;
- **MAINTENANCE:** That, if approved, said alteration must be maintained per the Declaration of Covenants, Conditions and Restrictions for the property;
- **DRAINAGE:** 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;
- **LIABILITY:** That the Committee and Association assume no liability in damages or otherwise because of the approval or non approval of any improvement, 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 Committee’s reviews, comments, and/or approvals do not relieve the Builder or Applicant of their responsibility and obligation to comply with applicable Declaration(s) and/or Subdivision Guidelines.
- **QUALITY/CODE:** 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;
- **REVIEW REQUEST:** That, prior to project start and ACC review, I must submit a completed Review Request form along with other documentation to
 - acc@SPTHOA.net -OR Southfield Plantation HOA, POB 322, Bonaire, Ga 31005
- **REVIEW PERIOD:** 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.

For ACC Use Only Date Received: _____ Date(s) Reviewed: _____ **Date Approved:** _____
 DENIED APPROVED APPROVED WITH VARIANCE OR STIPULATIONS

Describe Variances, notes, etc. Include Covenant references. Prepare ‘Inspection Checklist’ as applicable:

HOA ACC Member Print Name	HOA ACC Chairman Print Name	HOA President Print Name
Signature	Signature	Signature