



## HOMEOWNER'S ASSOCIATION

### Request Form For Architectural Change to Roof, Siding, Windows, Gutters, Front Door, and/or Garage Door

Select all that apply: Siding \_\_\_\_\_ Roof \_\_\_\_\_ Windows \_\_\_\_\_ Gutters \_\_\_\_\_ Garage \_\_\_\_\_ Door \_\_\_\_\_

Date of Request \_\_\_\_\_ Homeowner Name \_\_\_\_\_

Property Address \_\_\_\_\_ Phone # \_\_\_\_\_

Contractor(s) \_\_\_\_\_

Proposed Start Date \_\_\_\_\_ Proposed Completion Date \_\_\_\_\_

1) Description of Proposed Change/Improvement \_\_\_\_\_

2) Include color sample for siding and roof tops.

3) Manufacturer of product(s) \_\_\_\_\_

4) Description of production. \_\_\_\_\_

*Allow a **minimum of ten business days** after submission to ACC for approval.*

For your protection, inquire with the city and/or county about permit requirements before starting any work on your property involving new construction, alterations, modifications or additions. Approval of any structure by the ACC is in no way a certification the structure has been or will be built in accordance with any government rule or that the structure complies with sound building practice or design.

Please call your ACC Chair or Committee Member Representative with any questions regarding your request.

**Return to any of the following: River Terrace Architectural Control Committee:**  
Joan Gurvey 770-642-0443, Carole Jacobs 770-640-9473, Marianna Long 770-992-4088

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***For Office Use Only***

Approved \_\_\_\_\_ Denied \_\_\_\_\_ Reason for being denied \_\_\_\_\_

Approved with stipulations \_\_\_\_\_

ACC Signature \_\_\_\_\_ Date Signed \_\_\_\_\_

**\* Please remove any signs your Contractor places in the yard upon completion of this project. Our Design Standards do not allow any signs (other than "For Sale" signs).**