

# APPLICATION FOR MODIFICATION

Please read the attached instructions for this form before completing the application.

Allow a maximum of 45 days for a modification review.

Make copies of this form for future requests.

Date: \_\_\_\_\_ Homeowner's Name \_\_\_\_\_

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

Home Phone: \_\_\_\_\_

Daytime Phone: \_\_\_\_\_

Estimated Start Date: \_\_\_\_\_

Estimated Completion: \_\_\_\_\_

Email address: \_\_\_\_\_

## TYPE OF MODIFICATION BEING REQUESTED

**\*FAILURE TO SUBMIT ALL DETAILS WILL DELAY APPROVAL**

**APPROVED REQUESTS MUST BE COMPLETED**

**WITHIN 60 DAYS UNLESS OTHERWISE STATED\***

NOTE: CHANGE IN COLOR SCHEME PAINTING/ROOF REQUIRES ARCHITECT APPROVAL

**House painting** Please note that all color changes (for roofs and homes) and structural changes must be approved by the architect, Lee Ryfun at [lryfun@aol.com](mailto:lryfun@aol.com). Please note that the charge for architect review is between \$50 - \$100, depending on the request.

Paint Brand-\_\_\_\_\_, Paint Code-\_\_\_\_\_ Paint Name-\_\_\_\_\_, Paint Location-\_\_\_\_\_

Paint Brand-\_\_\_\_\_, Paint Code-\_\_\_\_\_ Paint Name-\_\_\_\_\_, Paint Location-\_\_\_\_\_

Paint Brand-\_\_\_\_\_, Paint Code-\_\_\_\_\_ Paint Name-\_\_\_\_\_, Paint Location-\_\_\_\_\_

## ALL OF THE FOLLOWING REQUIRE A DRAWING WITH LOCATION MARKED, PROJECT DETAILS AND A COMPLETE MATERIALS LIST

**Please note some items may need to be approved by the architect, Lee Ryfun at [lryfun@aol.com](mailto:lryfun@aol.com)**

\_\_\_ Basketball Goal    \_\_\_ Play Equipment    \_\_\_ Swimming pool    \_\_\_ Landscaping or Tree removal

\_\_\_ Deck    \_\_\_ Gazebo    \_\_\_ Screened Porch    \_\_\_ Retaining Wall    \_\_\_ Fence

\_\_\_ Room Addition    \_\_\_ Roof (same color or change)    \_\_\_ Other

**Description of Modification:** (INCLUDE ADDITIONAL PAGES IF NEEDED) \_\_\_\_\_

Permission is hereby granted for members of the Architectural Review Committee and appropriate Lanier Springs Homeowners Association representatives to enter the property to make reasonable observations and inspections of the modification request and completed project.

*I have discussed this modification with my neighbors who will be directly impacted by the proposed modification.*

**Homeowner Signature:** \_\_\_\_\_

### Lanier Springs Homeowners Association

Received: \_\_\_\_\_ Reviewed: \_\_\_\_\_ Completed Review: \_\_\_\_\_

Application Approved: \_\_\_\_\_ Application Denied: \_\_\_\_\_ ARC Signature: \_\_\_\_\_

Conditions for Approval/Reason(s) for denial (if applicable): \_\_\_\_\_

## **INSTRUCTIONS FOR REQUEST FOR MODIFICATION**

*Please read the instructions on this page carefully  
before completing the application.*

The Lanier Springs Homeowners Associations utilize a complete package application procedure. The application is considered when all required documentation has been received. If your application is incomplete, your application will be returned unprocessed.

1. PLEASE PRINT LEGIBLY IN.

2. Give your complete legal name.

3. Give the address where your evaluation should be mailed.

4. Complete the entire application; please sign and date the form.

**5. FOR ALL STRUCTURAL CHANGES, PAINTING/ROOF REQUESTS- A CHANGE IN COLOR WILL REQUIRE THAT YOU SUBMIT THE PAINT BRAND, PAINT NAME AND COLOR CODE FOR REVIEW TO THE ARCHITECT FOR APPROVAL. IF ARCHITECT APPROVAL IS NOT NOTED IT WILL BE RETURNED FOR AS A DENIED REQUEST. REQUESTS CHARGES ARE \$50-\$100 DEPENDING ON REQUEST. REPAINTED THE SAME COLOR SCHEME DOES NOT NEED APPROVAL.**

6. For minor modifications (landscaping, basketball goals, etc.) submit a drawing, product brochure, or description of the planned addition with location clearly marked on diagram or survey.

7. For moderate or major modifications (fences, retaining walls, play equipment, etc.) please enclose two copies of the following with your request:

A) A site plan, to scale, showing exact location of modification being requested in relation to your property lines. A State of Georgia registered survey plat clearly showing property lines, existing improvements, and proposed modification(s). Existing fences, decks, walkway, driveways, etc., should also be indicated.

B) A brief description of the modification, drawings, exterior elevations, floor plan, detail of materials to be used, catalog pages, brochures, or color samples must be included.

8. It is recommended that homeowners check with the Gwinnett County Building and Inspections Department to obtain necessary permits and building code information.

9. Architect approval may require a nominal fee (normally between \$50-\$100) charged by the architect. Please contact the Architect directly for that information. If you need contact information to the Architect, please contact your Association Manager.

ALR Architects, LLC  
Direct: 678-725-0500  
Fax: 770-971-3832  
[lryfun@aol.com](mailto:lryfun@aol.com)

9. Important: Please fill out and return by using the method most convenient for you:

- 1) **Mail to:** Lanier Springs Home Owners Association  
1465 Northside Drive, Suite 128  
Atlanta, GA 30318
- 2) **Fax to** 404-835-9236 Attn: Maura Hancock
- 3) **Email to** [mhancock@cmacommunities.com](mailto:mhancock@cmacommunities.com)