

WHITTINGHAM PARK HOMEOWNER'S ASSOCIATION, INC.
Instructions for Request for Modification

PLEASE READ THE INSTRUCTIONS ON THIS PAGE CAREFULLY BEFORE COMPLETING THE APPLICATION

The Whittingham Park Homeowner's Association Modification Committee/Architectural Control Committee requests that all required documentation be submitted with the Application for Modification. Incomplete documentation can lead to a delay in the approval process.

1. Print legibly in ink.
2. Give the complete homeowner's name.
3. Give the complete address of the home for which the modifications are being requested. *Please make note if the owner's mailing address is different from the referenced address.*
4. Complete the form in its entirety, as well as sign and date as directed.
5. For **minor** modifications, please submit a site plan (to scale) showing the exact location of the proposed modification in relation to property lines. In addition, please provide an illustration, product brochure, and/or a detailed description of the planned modification.
6. For **moderate** or **major** modifications, please enclose two (2) copies of the following with your request:
 - a. A site plan (to scale) showing the exact location of proposed modification in relation to property lines, in addition to a State of Georgia registered survey plat clearly depicting property lines, existing improvements (buildings, fences, driveways, walkways, etc.), and proposed modifications.
 - b. A detailed description of the proposed modification, including drawings, exterior elevations, floorplans, materials, color samples, product brochures, etc.
7. It is **highly recommended** that the homeowner check with the city of Roswell and with Fulton County to obtain necessary permits and building code information.
8. Please deliver the Application for Modification and any/all required documentation to the current HOA President:

Whittingham Park Homeowner's Association, Inc.
C/O Paul Keith
1145 Whittingham Place
Roswell, GA 30075

NOTE – ANY MODIFICATION REQUEST SUBMITTED WITHOUT REQUIRED/NECESSARY DOCUMENTATION, SAMPLES, SITE PLANS, ETC. WILL BE RETURNED TO THE HOMEOWNER WITHOUT BEING PROCESSED

WHITTINGHAM PARK HOMEOWNER'S ASSOCIATION, INC.
Application for Modification

Please read the instructions on this form before completing the application

Date Submitted: _____ (Please allow 2 weeks for approval)

Homeowner's Name: _____

Street Address: _____

Phone: _____ E-Mail: _____

Estimated Start Date: _____ Estimated Completion Date: _____

Type of Modification Being Requested

MINOR (Please see #5 on Instructions for Request for Modification) –

- ARBOR/TREE REMOVAL
- PAINT (PLEASE FULLY COMPLETE ADDITIONAL PAINT ADDENDUM)
- LANDSCAPING/HARDSCAPING
- PLAY EQUIPMENT
- SATELLITE DISH
- OTHER _____

MODERATE (Please see #6 on Instructions for Request for Modification) –

- DECK
- RETAINING WALL
- GAZEBO
- SCREENED PORCH
- FENCE
- OTHER _____

MAJOR (Please see #6 on Instructions for Request for Modification) –

- ROOM ADDITION
- LANDSCAPING/HARDSCAPING
- OTHER _____

To the Homeowner –

Permission is hereby granted for members of the Homeowner’s Association Modification Committee/Architectural Control Committee and HOA Board members to enter the property to make reasonable observations and inspections for the review of the modification and subsequent completed project to ensure compliance with any approved plans. **Also, I/we agree to notify the Committee and HOA Board immediately of any proposed/required changes to any approved plans during construction/installation.**

In addition, I/we have discussed this modification with any/all neighbors who will be directly impacted by the proposed modification.

Homeowner(s) Signature(s) –

Sign _____

Print _____

TO BE COMPLETED BY THE WHITTINGHAM PARK HOMEOWNER’S ASSOCIATION / MODIFICATION COMMITTEE / ARCHITECTURAL CONTROL COMMITTEE:

RECEIVED BY: _____ DATE: _____

REVIEWED BY: _____ DATE: _____

APPROVED BY:

_____ DATE: _____

_____ DATE: _____

_____ DATE: _____

DENIED BY:

_____ DATE: _____

_____ DATE: _____

_____ DATE: _____

