



Please read all the instructions in this document before completing (in ink) the form below. Application can also be found online at [lakearrowheadclub.net/documents-forms](http://lakearrowheadclub.net/documents-forms).

Completed form can be emailed to [modifications@lakearrowheadga.com](mailto:modifications@lakearrowheadga.com) or delivered in person or by mail to the Administrative Office: Lake Arrowhead Yacht & Country Club | 486 Arrowridge | Waleska, GA 30183.

FOR OFFICE USE ONLY	Received/Pending: _____
	Site Inspection: _____
	Permit Received (if required): _____
	Denied: _____
	Appealed: _____
	Approved: _____
	Homeowner Contacted: _____
Letter Mailed: _____	

### APPLICATION FOR APPROVAL OF EXTERIOR MODIFICATIONS

MEMBER ID \_\_\_\_\_ DATE \_\_\_\_\_

PROPERTY OWNER \_\_\_\_\_

PROPERTY ADDRESS \_\_\_\_\_

EMAIL \_\_\_\_\_ PHONE \_\_\_\_\_

ESTIMATED START DATE FOR WORK \_\_\_\_\_ ESTIMATED COMPLETION DATE \_\_\_\_\_

CONTRACTOR \_\_\_\_\_ CONTRACTOR PHONE \_\_\_\_\_

#### MINOR MODIFICATIONS: (check all that apply)

- Play Equipment       Exterior Paint       Window/Door       Roof
- Statuary       Landscaping       Tree Removal

#### MODERATE MODIFICATIONS: (check all that apply)

- Patio       Deck       Screen Porch       Siding
- Gazebo/Pergola       Fence       Stairs       Firepit

#### MAJOR MODIFICATIONS: (check all that apply)

- Room Addition/Enclosure       Retaining Wall       Driveway/Concrete Pad
- Garage       Pool

**See Page 2 for specific instructions, as neighbor signatures and a permit may be required.**

The Architectural Review Committee and Lake Arrowhead Yacht & Country Club representatives are authorized to enter onto my lot in connection with the review and/or approval of the requested modification and completed project. By submitting this application, Applicant covenants that all representatives of Applicant, including, but not limited to, Applicant's architect, engineer, contractors, subcontractors, their agents and employees, shall be made aware of, by the Applicant, and shall comply with applicable Association and ACC requirements, including the Covenants, Conditions and Restrictions and of these procedures and guidelines. I understand that any deviation from plans approved by the ARC shall be in violation of the Declaration and subject to removal at my expense upon direction from Lake Arrowhead Yacht & Country Club, in addition to other sanctions. **All applicants are responsible for any required federal, state or county permits or variances. If permitting is required, it must be included with your application.**

\_\_\_\_\_  
Property Owner Signature

\_\_\_\_\_  
Lake Arrowhead Approval

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

\_\_\_\_\_  
Neighbor Signature

\_\_\_\_\_  
Neighbor Signature

(OVER)



## INSTRUCTIONS FOR EXTERIOR MODIFICATION REQUEST

Requests will typically be answered within fourteen (14) days unless investigation or additional information is required. Involved or non-routine requests may take up to forty-five (45) days for a response. All approved work must be started within ninety (90) days and completed within six (6) months or the Request for Modification must be resubmitted for approval. All Applicants are responsible for any required Federal, State or County permits or variances.

### For MINOR Modifications, submit the following, if applicable:

- Description of the planned addition or change with any applicable drawings or product brochures.
- Tree removal requests should state the number, approximate size, and type of tree(s) (pine, hardwood, etc). Tree removal requests require Neighbor Signatures (bottom of page 1).
- Paint/Stain/Roof Information: Chips must be submitted for each color. If repainting current color, please indicate below. If making significant color changes, please provide the address of a nearby home with the exact color(s) requested. The ARC committee may request pictures or larger samples of requested colors.

**The Properties Manager and ARC are happy to assist with color & material selections: contact Debbie Higgins at 770-721-7920 or dhiggins@lakearrowheadga.com.**

Stucco (# of sides): \_\_\_\_\_ Stucco Trim: \_\_\_\_\_ Entry Door: \_\_\_\_\_

Keystones (must match house or trim): Shutters: \_\_\_\_\_ Brick: \_\_\_\_\_

Siding (# of sides): \_\_\_\_\_ Trim (i.e. fascia, brick mould): \_\_\_\_\_ Other Trim: \_\_\_\_\_

Window Sashes: \_\_\_\_\_ Window Trim: \_\_\_\_\_ Gutters/Downspouts: \_\_\_\_\_

Railings: \_\_\_\_\_ Columns: \_\_\_\_\_ Garage Doors (body color): \_\_\_\_\_

Metal Roofing: \_\_\_\_\_ Other Roofing Materials / Shingles: \_\_\_\_\_

### For MODERATE or MAJOR Modifications submit the following, if applicable:

- A site plan, to scale, illustrating the exact location and dimensions of requested project in relation to your property lines. The preferred document is a State of Georgia registered survey plat clearly showing property lines, existing improvements, and proposed modification(s). Existing fences, decks, walkways, driveways, etc., should also be indicated. Instructions for locating your plat online: lakearrowheadclub.net/images/membership-document-forms/Locating\_a\_plat\_online.pdf
- A brief description of the modification, drawings, exterior elevations, floor plan, detail of material to be used, pictures, catalog pages, brochures, or color samples MUST be included.
- It is recommended that homeowners check with the Cherokee County Permit Department at 770-721-7810 to obtain necessary permits and building code information.
- Please note the section regarding discussion with neighbors. Neighbor signatures are required for all Moderate & Major Modifications (bottom of page 1). Signatures indicate notification, not approval of project. If signatures can't be obtained, please note the name and address of neighbor in question.

ADDITIONAL NOTES: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Please attach all reference material to this application including current photo(s) of home, project description, color/stain chips, plans/drawings, property description, plat, etc. Application will not be considered without this information. Incomplete applications will be returned.**