



LAKE ARROWHEAD

Application for Approval of Exterior Modification

This form is also available online at <https://www.lakearrowheadclub.net/documents-forms>

Please read the instructions before completing this application.

Please complete the entire application in ink. Return completed form to the Administrative Office (open M-F, 9am to 5pm) or mail to:

Lake Arrowhead Yacht & Country Club
Attn: Debbie Higgins, Director of Property Management
486 Arrowridge, Waleska, GA 30183
Office: (770) 721-7920 Fax: (770) 721-7909
modifications@lakearrowheadga.com

For Office Use Only:	
Received / Pending	_____
Site Inspection	_____
Denied	_____
Appealed	_____
Approved	_____
Homeowner Contacted	_____
Logged / Entered in EZ	_____
Mailed Letter	_____

Date: _____ Member ID: _____

Property Owner Name: _____

Property Address: _____

Phone: _____ Email: _____

Estimated Start Date for Work: _____ Estimated Completion Date for Work: _____

Contractor & Phone Number: _____

MINOR Modifications (check all that apply):

For Minor Modifications, please see other side for specific instructions

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

Other: _____

MODERATE Modifications (check all that apply):

For Moderate Modifications, please see other side for specific instructions, as neighbor signatures may be required

- Patio
- Deck
- Screen Porch
- Siding
- Gazebo/Pergola
- Fence
- Stairs
- Fire Pit

Other: _____

MAJOR Modifications (check all that apply):

For Major Modifications, please see other side for specific instructions, as neighbor signatures may be required

- Room Addition
- Retaining Wall
- Seawall/Bank Stabilization
- Driveway
- Garage/Carport
- Pool

Other: _____

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, and 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.

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

Homeowner Signature: _____ Approved By: _____

Neighbor Name(s) and _____

Signature(s), if required. _____

Instructions for 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 drawings or product brochures that are applicable.
- Tree removal requests should state the number, approximate size, and type of tree(s) (pine, hardwood, etc). Tree removal requests require Neighbor signatures.
- **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.

Pre-approved paint colors are found on Lake Arrowhead's website at this link:

https://www.lakearrowheadclub.net/images/membership-document-forms/Pre-Approved_Paint_Colors.pdf

Pre-approved roof colors are found on Lake Arrowhead's website at this link:

https://www.lakearrowheadclub.net/images/membership-document-forms/Pre-Approved_Roofing_Colors.pdf

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 is here: https://www.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. 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.