

# EMORY CHASE - CONSTRUCTION MODIFICATION APPLICATION

**NO CONSTRUCTION CAN BE STARTED WITHOUT WRITTEN APPROVAL**

Application Date: \_\_\_\_\_ Starting Date: \_\_\_\_\_ Completion Date: \_\_\_\_\_

Name: \_\_\_\_\_ Phone: (w) \_\_\_\_\_

Address: \_\_\_\_\_ Phone: (h) \_\_\_\_\_

\_\_\_\_\_ Lot #: \_\_\_\_\_

Contractor: \_\_\_\_\_

Type of improvement: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Please allow up to 30 days after receipt of this Application. Typically the Board of Directors will respond within 10 business days. Please note that all proposed improvements must be inspected on-site and approved by the BOARD OF DIRECTORS OR MANAGEMENT.

**Submit two complete sets of plans and specifications** showing the nature, kind, shape, height, materials, color and location of the proposed improvements, as well as, where applicable, a site plan, landscape layout, floor plans, exterior elevations and exterior materials, colors (**submit color samples**) and finishes. No changes or deviation in or from such plans and specifications as approved shall be made without the prior written approval of the Architectural Control Committee.

The property owner hereby holds harmless and forever remises, releases, acquits and discharges the Association, Board of Directors, Management Agent and the Architectural Control Committee, of and from any and all claims, causes of action, counterclaims, suits, debts, damages and demands of whatever kind and nature, known or unknown, anticipated or unanticipated related to the matter of quality of any approved construction, on/or modification to any lot and the Association, the Board of Directors, Management Agent and the Architectural Control Committee will not be held responsible for insuring the compliance with Building Codes or other governmental requirements or the structural integrity of the improvement.

Property owner agrees to obtain all necessary Building and Governmental permits and to comply with all applicable building codes.

Owner Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Send form to and attachments to: 711 Cedar Creek Way, Woodstock, GA 30189 or  
(770) 517-8730 fax or [cartercommunities@gmail.com](mailto:cartercommunities@gmail.com)

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FOR USE BY THE ACC COMMITTEE ONLY

Approved: \_\_\_\_ Denied: \_\_\_\_ Date: \_\_\_\_\_ By: \_\_\_\_\_

Comments: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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\_\_\_\_\_

***An approved application requires strict compliance with details outlined in the application and/or attached plans including the completion date. If the work is not completed within six months all ACC approvals are withdrawn and the owner must submit a new application. Failure to comply may result in fines and/or the requirement to restore the property to its original condition before the project was begun.***

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