

Haydens Walk Homeowners Association

Architectural Control Committee

Change Request Form

Attention:

- **DO NOT** commence any work without receiving ACC written approval.
- Commencing work without ACC approval can result in non-compliance to Haydens Walk Covenants, Design Standards, and ACC Guidelines.
- Please submit all proposed changes that relate to the exterior (front, back, side) of your home, your landscape, and your lot property to the ACC.
- Submission of a modification request form does not indicate approval is given; rather, the ACC will respond to your request within 15 calander days as whether your request was approved or denied.

Building Permits:

- Any permanent or semi-permanent building, deck, patio, driveway or other construction in Hayden's Walk is affected by certain legal restrictions of the state, county, city and the Hayden's Walk community.
- In the case of all of legal restrictions, the property owner is directly or indirectly responsible for compliance.
- All improvements to property in The City of Johns Creek must conform to all zoning codes and permits with respect to their intended use, building setback requirements, floor area and building heights, etc.
- Zoning and permit questions should be addressed directly to City of Johns Creek.
 - Telephone (678) 512-3200 or email codeenforcement@Johnscreekga.gov
 - You may also visit the web site at <http://johnscreekga.gov>

Note:

Contractor signs displayed must also be approved by the ACC, the request of which may be included in the original request.

Johns Creek ordinances do not allow signs of any kind in the right of way.

Please submit your change form via email, US Postal Mail or simply place it in our mailbox at:

Hayden's Walk Homeowner's Association
4890 Hayden's Walk Drive
Johns Creek, Georgia 30022

EMAIL: ACCSubmit@HaydensWalk.com

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Documentation Requirements for specific types of requests:

EXTERIOR PAINTING

- ✓ Color and sample, listing if specific items/structures to be painted

ROOF

- ✓ Style, color and sample

WINDOW / DOOR REPLACEMENT

- ✓ Style, material, color sample, location

GARAGE DOOR REPLACEMENT

- ✓ Style, color, and sample

STRUCTURE ADDITION

- ✓ Specific plans, location on plat

STRUCTURE MODIFICATION

- ✓ Materials, location on plat, elevations, etc.

FENCES AND DECKS

- ✓ Material, style, height, color, sketch location on plat

RECREATION EQUIPMENT

- ✓ Style, location on plat (must not be visible from street & not installed on front yard)

MAILBOX REPLACEMENT

- ✓ Style, material, color

DRIVEWAY OR WALKWAY RELPACEMENT/RESURFACE

- ✓ Style, material

HOT TUBS & SPAS

- ✓ Sketch location on plat, drainage plan, dimensions, color / picture

SCREENS & ORNAMENTATION

- ✓ Material, style, elevations, dimensions

LANDSCAPING / YARD STRUCTURE (streetlamp, trellis, fountain, yard art, etc.)

- ✓ Species of plantings, mulching materials, sketch on plat, etc.

TREE REMOVAL/ADDITION OF SPECIES

- ✓ Location on plat, species, quantity justification, replacement, stump grinding

SATELLITE DISH INSTALLATION OR MOVE EXISTING SATELLITE DISH

- ✓ Location On plat (must not be in front yard or visible from street)

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Submission Date: _____

Homeowner Name: _____

Homeowner Address: _____ Lot #: _____

Homeowner Phone: _____ Email: _____

Project Specifics

Start Date: _____ Completion Date: _____ Post-project Inspection Proposal Date: _____
 (Prior approval needed to extend beyond approved completion date **HWHOA Cov. 5.07**)

Company/Individual performing work: _____

I, _____ (homeowner) am requesting that the Architectural Control Committee and/or Board of Directors review my request for the proposed project detailed herein.

Category (Circle):

Painting / Staining	Tree Removal	Landscaping
Construction (repair/replace)	Construction (new)	Other: _____

Item(s) To Be Improved (Please include material type, color, style, plat as required. See following page for specific requirements):

1. _____
2. _____
3. _____

Location Of Improvement(s):

1. _____	2. _____	3. _____
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Description Of Project(s) – (Please attach plans, descriptions, and further documentation as required.):

The ACC or Board of Directors may request further information to process your request and ensure the request is in conformance with established HOA covenants and ACC Guidelines.

Failure to comply with standards and procedure may result in a fine.

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For Official Use

Tracking #: _____ **Date Received:** _____

Reviewed by ACC:

Reviewed by Board:

Decision:

Explanation of disapproval (include covenants and bylaws affected):

Date of Final Inspection by ACC: _____

Results: