

BIRMINGHAM MANOR HOMEOWNERS ASSOCIATION

Application for Modification

(Please read the instructions on page two (2) before completing this application)

Date: _____ Fee Enclosed: _____

Homeowner's Name: _____

Address: _____

Home Phone: _____ Daytime Phone: _____

Estimated Start Date: _____ Estimated Completion Date: _____

Types of Modification Being Requested

Minor Modification: *No Review Fee for this change prior to starting modification*

Arbor Landscaping Satellite Dish
 House Color Play Equipment Basketball Goal Other

Moderate Modification: *\$10.00 Review Fee for this change prior to starting modification*

Fence Deck Gazebo Dock
 Retaining Wall Screened Porch Storage Shed Other

Major modification: *\$25.00 Review Fee for this change prior to starting modification*

Room Addition Swimming Pool
 Other Screened Porch

Permission is hereby granted for members of the ACC and appropriate Birmingham Manor Homeowners Association representatives to enter the property to make reasonable observations and inspection of the modification request and completed project.

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

Homeowner Signature: _____

Please allow a maximum of 60 days for a modification review. If modification is started prior to approval, fees will triple.

This section to be completed by Architectural Control Committee on behalf of the
BIRMINGHAM MANOR HOMEOWNERS ASSOCIATION

Date Received: _____

Forwarded to Licensed Landscape Architect

(Insert Firm Name) _____

Review Completed on: _____

Application Denied _____ Application Approved _____

INSTRUCTIONS FOR REQUEST FOR MODIFICATION

(Please read the instructions on this page carefully)

The Birmingham Manor Homeowners Association utilizes a *complete package* application procedure. The application is considered complete when all required documentation and fees have been received. If your application is incomplete or you do not enclose the required fee, *your application will be returned unprocessed.*

1. For minor modifications, submit a drawing, product brochure or description of the planned modification.
2. For moderate or major modifications, please enclose **two copies** of the following with your requests:
 - a. A site plan, to scale showing exact location of modification being requested in relation to your property lines. A State of Georgia registered survey plat clearly showing property lines, existing improvements and proposed modification(s). Please show exact location of modification(s) being requested in relation to your property lines. Existing fences, decks, walkways, driveways, etc. should also be indicated.
 - b. A brief description of the modification, drawings, exterior elevations, floor plan, detail of materials to be used, pictures, catalog pages, brochures, or color samples must be included.
3. It is recommended that homeowners check with the appropriate Building & Inspection Department to obtain necessary permits and building code information.
4. Please print legibly and use black ink.
5. Give your complete legal name.
6. Give the address where your evaluation should be mailed.
7. Complete the entire application. Please sign and date the form.
8. A review fee for request for modification must accompany this application. This fee may be paid by either personal check, money order, or cashiers check made payable to Birmingham Manor Homeowners Association. To ensure receipt of your check, please staple it to the application. Please do send cash.
9. **Important:** All applications must be mailed to: Birmingham Manor Homeowners Association, c/o Kurt Kuhl, 100 Birmingham Walk, Alpharetta, GA 30004.

10. **Application Fee Schedule:**

Minor Modification Request:	No fee
Moderate Modification Request:	\$10.00
Major Modification Request:	\$25.00