

Architectural and Modification Request Form

All Exterior CHANGES to a lot or house must receive approval prior to any changes or construction begins. Approval and Denials Response time varies by community

DIRECTIONS – Provide all information that applies to your request to Sentry Management.

FAX # 1-678-623-3711

Mail to:

303 Corporate Center Drive, Suite 300 A,
Stockbridge, GA 30281

E-mail: Atlantasoutharc@sentrymgt.com

An approval on one lot does not guarantee approval on other lots.

Each request is considered on an individual basis, qualities of Lot, and the impact on adjoining Lots.

The Property-owner is responsible for acquiring the necessary permits and following governmental building codes and regulations. ALL APPROVALS ARE SUBJECT TO CITY AND STATE REGULATIONS.

1. A copy of the official plat plan (a **map**, drawn to scale, showing the divisions of a piece of land) of the property which may be obtained from the county and must be submitted with the request for **any architectural changes**.
2. **FENCE** – the following must be included:
 - a. A copy of the plat
 - b. Location of where the fence will be placed, exact measurements of all fence sides
 - c. Illustration of starting point on home for fence line
 - d. Materials- example: wood, vinyl, iron
 - e. Fence style name: scallop, dog ear, etc. and photo of fence style
 - f. Specific color: stain sample, color sample
3. **POOLS AND SPAS**
 - a. Include a plat plan, location & drawing of new construction with dimensions, along with vendor drawing.
4. **EXTERIOR/ STAIN REPAINTING**
 - a. For approval, the following must be included and mailed to Sentry Mgmt.:
 - b. Submit a sample of the original color – photo of home to be included
 - c. Submit a sample of the intended color
5. **LANDSCAPING CHANGES**
 - a. specify description plant sizes & location.
 - b. Landscape Drawing or plan
6. **RECREATIONAL EQUIPMENT**
 - a. type and location such as swing sets, trampolines, basketball goals, etc.
7. **TREE REMOVAL**
 - a. Photo of location of tree, trees must be marked and plans for area after tree removal.
8. **STRUCTURE MODIFICATIONS**
 - a. Deck, Sunroom, Porch, Other, Include a photo of location, illustration or photo Example of change materials to be used.
9. **OTHER** Roof, gutters, exterior material change (photo, color sample)
10. **SHEDS AND OUTBUILDINGS** Not allowed in all neighborhoods. Need photo, dimensions, materials, Specific placement to be illustrated in plans.
11. **HOME BUSINESS** Business name, website address, changes in home for business

ARCHITECTURAL REVIEW REQUEST

FAX # 1-678-623-3711

Mail to: 303 Corporate Center Drive, Suite 300 A, Stockbridge GA 30281

E-mail: Atlantasoutharc@sentrymgmt.com

DATE: _____ TELEPHONE: _____

OWNER: _____ ALTERNATE PHONE: _____

COMMUNITY NAME: _____

ADDRESS: _____ FAX # _____

CITY, STATE, ZIPCODE: _____

E-MAIL: _____ LOT# _____

OWNER'S SIGNATURE: _____

*****Is this a current open violation issue? YES _____ NO _____**

Please attach drawings
Or use space below.

COLOR _____
MATERIAL _____
DIMENSIONS _____
CONTRACTOR INFO _____

- Fence
- Shed
- Landscape
- Tree Removal
- Addition
- Pool
- Recreational Equipment
- Other

Date Received _____

Date Approved _____

Date Denied _____