



## ACC REQUEST FORM

Today's Date:	Subdivision:
First Name:	Last Name:
Address:	City:
State:	Zip:
Phone Number:	Email:

**Instructions:** *Please fill out this form completely. You may fax, e-mail or mail the form to Tolley Community Management using the information below. Once a decision has been made, a letter with the decision will be mailed to you and a copy will be kept in the Association's file.*

\*\* Plans and specifications are not reviewed for engineering or structural design or quality of materials, and by approving such plans and specifications neither the ACC, the members thereof, nor the Association assumes liability or responsibility therefore, nor for any defect in any structure constructed from such plans and specifications. Additionally, if approval is granted, it shall not be construed to imply compliance with any governing city or county code requirements. \*\*

Estimated Date:      Start \_\_\_\_\_      Finish \_\_\_\_\_

Permission is hereby granted for members of the Architectural Control Committee to enter my property to make reasonable inspection of proposed construction location. Notification will always be given.

OWNER'S SIGNATURE: \_\_\_\_\_      Date \_\_\_\_\_

RECEIVED BY: \_\_\_\_\_      Date \_\_\_\_\_

**Please Complete Form and Return To:**

Tolley Community Management  
8295 Hwy 92  
Woodstock, GA 30189

Phone: 770-517-1761  
Fax: 770-517-1661  
[www.TolleyCM.com](http://www.TolleyCM.com)



TYPE OF EXTERIOR MODIFICATION REQUEST

**A. Fences**  
Include style, shape, height, dimensions, location of gates, stain color and where the fence connects to the dwelling. A diagram has been included for your convenience.

**B. Decks**  
Include dimensions of the deck, where the deck adjoins the home style, material and color.

**C. Structural Addition**  
Information required will vary depending on the type of request.

**D. Painting**  
Include the colors for all surfaces being painted (i.e. shutters, trim, door, garage doors, body of the home). The ID number (i.e. Sherwin Williams 6305) of the paint or a swatch must be submitted with the request.

**E. Recreational Equipment**  
Include an image of the equipment, the material (metal, plastic or wood), color and location.

**F. Tree Removal**  
Include a diagram of the trees that are to be removed, the reason(s) for the removal and the City or County approval when applicable. Also, include details of replacing the tree with sod and/or trees.

**G. Pools & Spas**  
Include the location, type of pool or spa, the dimensions and any landscaping changes related to the request.

**H. Roof**  
Include type of material (shingles, clay tile, metal), the color, and the style (3-tab, architectural, standard).

**I. Landscaping**  
Include type of material along with a diagram of the changes.

**J. Driveway additions**  
Include diagram and dimensions.

**L. Sheds**  
Include the location, dimensions, material and colors of the shed. Recommend submitting an image of the shed with the request.

**M. Other**

*\*\*\* Please remember, you do not need to submit a request for routine maintenance. You must have written approval for exterior modifications which include changing the exterior appearance of the home.*

*\*\*\* In order to expedite the review process, please review the above information for details on what information should be included with your request.*

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Description of Work to be completed: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Notes: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

*(The Following Section is for ACC/ARC Use ONLY)*

Architectural Control/Review Committee Final Decision:

<input type="checkbox"/> Approved	<input type="checkbox"/> * Approved w/ stipulations	<input type="checkbox"/> Denied as Presented
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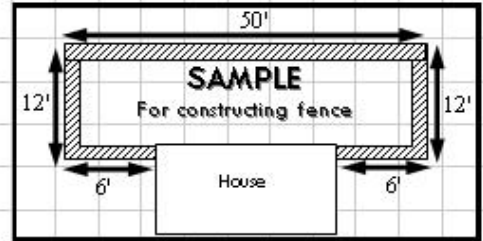
**\* Your request is approved with the following stipulations:**


Authorized Agent Signature

\_\_\_\_\_

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Existing House Structure

Display all other structures and  
show measurements in feet

*Front of house*

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