

## APPLICATION FOR MODIFICATION

**This form must be completed and returned prior to commencing any work. Incomplete Forms will be returned. Documentation submitted for review becomes the property of Princeton Square HOA.**

**Send completed Application to the Architectural Control Committee (ACC) and Access Management.**

ACC Email: [acc@princetonsquarehoa.com](mailto:acc@princetonsquarehoa.com)

Access Management Email (Lee Jackson): [ljackson@accessmgt.com](mailto:ljackson@accessmgt.com) or 770-802-8345

Access Management Fax: 770.777.6907

Access Management Group, 1100 Northmeadow Pkwy. Suite 114, Roswell GA 30076

Date:		Home Phone:	
Name:		Cell Phone:	
Address:		Email Address:	

Please provide all the information necessary to evaluate your request thoroughly and quickly. Requests must include, without limitation, the following: site plan (including dimensions), color chip (if applicable), detailed description, materials list, photo, brochure (if applicable), and any other information as specifically required below or in the Community Design Guidelines for Princeton Square.

Description of Improvement or Modification Requested <i>(attach separate sheets if necessary):</i>	
<i>(Attach additional pages if needed)</i>	
Estimated Start Date:	Estimated Completion Date:

Please refer to the guidelines for required information to be included with this form. Incomplete forms, including missing information will be returned without review.

I understand and agree that no work on this request shall commence until written approval of the Princeton Square ACC has been received by me. I represent and warrant that these improvements and/or modifications strictly conform to the Community Design Guidelines and that they shall be made in strict conformance to the Guidelines. I understand that I am responsible for city, county and state regulations.

Permission is hereby granted for members of the ACC and/or Board to enter the property to make reasonable observation and inspection of the requested modification and completed project. Neither Princeton Square HOA, its Board of Directors, the ACC nor their respective members, officers, successors, assigns, agents, representatives or employees shall be liable for damages or otherwise to anyone requesting approval of an architectural alteration by reason of mistake in judgment, negligence or nonfeasance, arising out of an action with respect to any submission. The architectural review is directed toward review and approval of site planning, appearance and aesthetics. None of the foregoing assumes any responsibility regarding design or construction, including, without limitation, the structural integrity, mechanical or electrical design, methods of construction, or technical suitability of materials.

I hereby release and covenant not to sue all of the foregoing from/for any claims or damages regarding this request or the approval or denial thereof. *(All owners must sign).*

Homeowner's Signature \_\_\_\_\_ Date \_\_\_\_\_

Homeowner's Signature \_\_\_\_\_ Date \_\_\_\_\_

**[APPLICABLE ONLY IF MODIFICATION DIRECTLY IMPACTS THE NEIGHBOR(S) (e.g., fencing)]**

I attest that I have discussed this modification with the neighbor(s) listed below who will be directly impacted by this proposed modification.

Homeowner's Signature \_\_\_\_\_ Date \_\_\_\_\_

Neighbor Name 1: \_\_\_\_\_

Neighbor Name 2: \_\_\_\_\_

**Please allow 30 days from the date received for ACC review of this Modification Application.**

**FOR ACC USE ONLY**

Date Received: \_\_\_\_\_ By ACC Member: \_\_\_\_\_

**ACC Member: Return a copy of the final Modification decision to Owner and Access Management.**

1a.

**APPROVAL**

Date: \_\_\_\_\_. This Modification Application approval is valid **for six months** or until \_\_\_\_\_. If the project has not been completed by this date, the homeowner must reapply.  
ACC Member: \_\_\_\_\_

1b.

**CONDITIONAL APPROVAL (if applicable)**

Date: \_\_\_\_\_. This Modification Application will be approved within 15 days after resubmitting with these alterations:

ACC Member: \_\_\_\_\_

2.

**DENIAL**

Date: \_\_\_\_\_. This Modification Application is denied. Below are the reasons and any requirements for reapplying, if desired.

ACC Member: \_\_\_\_\_