



**DUNHAM
MARSH**

Returned to homeowner for information _____

Forwarded to Committee for approval _____

ARCHITECTURAL REVIEW APPLICATION

To maintain property values, covenant restrictions require that exterior changes be approved by an Architectural Review Committee prior to commencing work. Their evaluation addresses architectural harmony, color, location, minimum construction standards and restrictions. Please consult the Declaration of Covenants, Conditions and Restrictions for Dunham Marsh and the Dunham Marsh Design Guidelines for additional information. If your change has not been approved, the Committee will have the right to ask the homeowner to remove the improvement from the property or modify the improvement. Complete this form legibly including detailed and complete information, or it will not be processed and therefore denied.

This section is to be filled out and signed by the OWNER of the proposed residence for all pools, fences, home additions, storage or garage buildings, gazebos, arbors, playgrounds, and all other structures that are being proposed as additions or modifications to the home or property. One set of professionally drawn blue prints to include site plan with all 4 elevations, dimensions, and details must be submitted with this application to the Committee. Also, details of all exterior finishes and colors with the manufacture's information on the materials and sample pictures or brochures indicating the style and sizes as outlined in the Design Guidelines must be submitted. Include photographs of existing home as it applies to this application. Your signature on this application indicates that you have read and agree to abide by the Declaration of Covenants, Conditions, and Restrictions for Dunham Marsh and the Dunham Marsh Design Guidelines.

The application, drawings, specifications, and all required information can be emailed to the Association's Administrator, Naomi Cota, at ncota@thecotagroup.com or mailed to Dunham Marsh HOA, P.O. Box 1053, Richmond Hill, GA 31324.

****Your application will not be processed unless it is filled out correctly and completely, and the Architectural Review fee has been paid. Please make check payable to Liz & Associates Realty, LLC.**

Please contact the Association's Administrator at ncota@thecotagroup.com or (912) 727-4751 with questions or for additional information.

Application Date: _____ Lot Number: _____

Owner's Name: _____ Email: _____

Property Address: _____

Owner's Mailing Address: _____

Owner's Phone Number(s): Cell _____ Other _____

Please check the item requested for review under this application.

Fee \$0 repair/replace no color change or alteration	Fee \$75	Fee \$150
<input type="checkbox"/> Replace Doors or Windows	<input type="checkbox"/> Mailbox (Modification)	<input type="checkbox"/> Pools (Pumps and Screens)
<input type="checkbox"/> Replace Garage Door	<input type="checkbox"/> Shutters (Modification)	<input type="checkbox"/> Home Additions
<input type="checkbox"/> Replace Mailbox	<input type="checkbox"/> Satellite Dish	<input type="checkbox"/> Storage, Garage Buildings, Detached Structure
<input type="checkbox"/> Replace/Repair Ext. Veneer	<input type="checkbox"/> Tree Removal	<input type="checkbox"/> Covered and/or Screened Patios
<input type="checkbox"/> Replace Roof	<input type="checkbox"/> Fountains/Statues	<input type="checkbox"/> Home Modifications
<input type="checkbox"/> Replace Shutters	<input type="checkbox"/> Boxer Ball Goal	<input type="checkbox"/> Propane Tank
<input type="checkbox"/> Paint Exterior (same color)	<input type="checkbox"/> Playground Equipment	<input type="checkbox"/> Outdoor Kitchen
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Arbors, Gazebos, Pergolas
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Alterations to Home Exterior
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Generator
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Solar Panels
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Fee \$50 repair/replace with color change and no alteration	Fee \$100	
<input type="checkbox"/> Exterior Doors or Windows	<input type="checkbox"/> Fence	
<input type="checkbox"/> Garage Door	<input type="checkbox"/> Landscape/Hardscapes (Paths, Walls, Ponds, Walkways, Paved Areas, etc.), Add or Extend Driveways, Walkways, Patios	
<input type="checkbox"/> Exterior Veneer (Color Change)	<input type="checkbox"/>	
<input type="checkbox"/> Roof	<input type="checkbox"/>	
<input type="checkbox"/> Shutters	<input type="checkbox"/>	
<input type="checkbox"/> Exterior Paint	<input type="checkbox"/>	
<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>	<input type="checkbox"/>	

Other:

Contractor's Business Name _____

Contractor's Contact Person's Name _____

Contact's Phone number(s): Cell: _____ Other: _____

If work is to be performed by owner, please state. _____

Please see below for additional information that may be required.

Information Required and/or Agreed upon:

1. No tree is to be cleared or construction otherwise started without the written approval of the plans for that Lot by the Architectural Review Committee (ARC).
2. Exterior Painting – State manufacturer’s name, paint color name, and number.
3. Roofing Materials – State manufacturer’s name, color of shingle, and years of warranty.
4. Submission of fence, driveway, walkway, storage shed or other structure (fort/jungle gym, satellite dish, etc.) – Draw location of improvement on detailed site plan and give dimensions, including height, length, width and distance from home, easements, property lines and other structures. List construction materials to include manufacturer’s information.
5. New Construction and Room Additions – Include professionally drawn blue prints with material specifications and a detailed site plan showing location of new construction and/or addition, with distance from home, easements, property lines, and other structures. Blue prints must include elevation and side view, showing windows, doors, pitch of roof, etc. Indicate all construction materials for the exterior with dimensions including height, length and width. Blueprints and Plans will not be returned.
6. Pool Requirements – Submit pool drawings showing shape, size, depth, sliding boards, diving boards, or other attachments to pool and specification of all materials with color to include lighting details in or around the pool. Submit site plan showing location of the pool, including distance from fences, property lines, and home. Site plan must include pump equipment location with screening drawings and landscape modifications or additions.
7. Application agrees to pay for any damages to street, curbs, common areas, or adjoining lots occurring during lot clearing, clearing, construction, or landscaping.
8. No equipment (bulldozers, tractors, large trucks) may be left standing on the common areas or streets overnight. On weekends, all equipment of this nature must be removed from site or stored in areas approved by the Homeowner’s Association.
9. Trash barrels must be used for small trash and site must always be kept reasonably neat.
10. Once the plans have been approved by the ARC, no changes may be made in the exterior elevations or specifications without the express consent of the Committee.
11. The ARC HIGHLY recommends that the homeowner obtains a survey prior to beginning construction on additions, fences, and other structures.
12. Owner understands if fences or other structures cross over or are built on easements, those structures can be removed at owner’s expense and will not be replaced if the easement is ever needed to be accessed for services such as drainage, community maintenance, utilities, or other services necessary for such easements. Owner is responsible to maintain drainage flow during and after all modifications or additions.
13. It is the homeowner’s responsibility to obtain any required city or county permits.

As the **OWNER** of the current or proposed residence, I hereby request that the Dunham Marsh Architectural Review Committee review the attached plans, specifications, and other attachments. My signature on the bottom of this page indicates that I have read and will abide by the terms of this document and the Covenants and guidelines which I have received.

SIGNATURE OF HOMEOWNER

DATE

FOR COMMITTEE USE ONLY

SUBMISSION APPROVED

Thank you for submitting your plans for exterior changes. Your application has been approved for the specified modifications. Any revisions or alterations require re-submission prior to commencement. Approval denotes compliance with the deed restrictions and carries no warranty regarding structural fitness, compliance to building codes assurances against encroachments, etc. Once work has begun, completion must be within (30) days unless otherwise noted.

Comments: _____

Authorized Association Representative: _____ Date: _____

Authorized Association Representative: _____ Date: _____

SUBMISSION DENIED

Your application for exterior changes has been denied, as it does not meet guidelines as presented. Please re-assess and resubmit your plans.

- _____ a. color selection is not an approved shade
- _____ b. height or size limitations are exceeded
- _____ c. placement on lot appears to violate front set-back lines or side/rear easements
- _____ d. construction materials are not in accordance with Guidelines
- _____ e. other _____

Authorized Association Representative: _____ Date: _____

Authorized Association Representative: _____ Date: _____

ADDITIONAL INFORMATION REQUIRED

_____ Committee requests additional information prior to processing your request.

Comments: _____

Authorized Association Representative: _____ Date: _____

Authorized Association Representative: _____ Date: _____