

NORTHCLIFF ON THE RIVER

Northcliff Homes Association, Inc. (“NHA”)

APPLICATION FOR MODIFICATIONS

Approved by the Board of Directors

January 9, 2024

(Capitalized terms in this document, in addition to those defined below, are terms defined in the Covenants.)

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APPLICATION FOR MODIFICATIONS

This application must be completed and submitted for all external modifications to a Lot that require ACC approval. To expedite timely approval please complete the application in its entirety, including all supporting materials as described herein.

Homeowner Information

Please print clearly

Surname		First Name	
Lot Address <small>(Number and Street)</small>		, Roswell, GA 30076	
Home Phone	Work Phone	Mobile Phone	
Home Fax	Work Fax	Email Address	
Owner's Signature		Date	
Owner's Signature		Date	

ALL Owners must sign.

MODIFICATIONS THAT REQUIRE THIS APPLICATION

*See the **Guidelines** section below for further details.*

(Check all that apply)

<input type="checkbox"/> Awnings or Coverings <input type="checkbox"/> Decks <input type="checkbox"/> Detached Buildings, Storage, and Sheds <input type="checkbox"/> Drainage <input type="checkbox"/> Fencing <input type="checkbox"/> HVAC and Generators: Relocation <input type="checkbox"/> HVAC and Generators: Additional <input type="checkbox"/> Landscaping Projects	<input type="checkbox"/> Outdoor Fireplaces, Pits, and Kitchens <input type="checkbox"/> Painting and Staining with New Colors <input type="checkbox"/> Patios, Walkways, and Driveways: Additional <input type="checkbox"/> Playhouses and Treehouses <input type="checkbox"/> Pools <input type="checkbox"/> Retaining Walls <input type="checkbox"/> Solar Energy Collections <input type="checkbox"/> Tree Removal
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Proposed Start Date	Estimated End Date
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FOR ARCHITECTURAL CONTROL COMMITTEE USE ONLY

Date Application Received	Application Complete <input type="checkbox"/> Yes <input type="checkbox"/> No
Approved <input type="checkbox"/> Yes <input type="checkbox"/> No	Date
Print ACC Rep Name	ACC Rep Signature

NOTE: Owners are advised that IN ADDITION to submitting this APPLICATION FOR MODIFICATIONS certain governmental permits may be required before proceeding with the proposed modifications.

These may include:

- Fulton County and City of Roswell building permits;
- Tree removal permits from the City of Roswell's arborist;
- Atlanta Regional Commission ("ARC") restrictions on land use within 2,000 feet of the Chattahoochee River, i.e., tree removal, paving or construction on impervious surfaces, etc.
(ARC restrictions are administered by the City of Roswell.)

It is the Owner's responsibility to obtain all governmental permits, inspections, and approvals.

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SUBMISSION AND TIMING

This **APPLICATION FOR MODIFICATIONS** should be submitted with adequate time for the ACC to review the project **BEFORE** any work begins. This is typically 7 to 10 working days if the application is well detailed. Projects that are more complicated might take up to 45 days, or longer to review the project.

All work should be completed in its entirety by the date you specify on the application. This requirement ensures timely completion and protects the community from extended periods of partially completed construction. If it becomes apparent that not all work shall be finished by the original completion date, the Owner shall contact the ACC to discuss viable options, including approval of an extension of the completion date.

All Approvals that have been granted by the ACC are valid for six months from the date of approval. If the project does not begin within six months of approval, then the Owner must resubmit the **APPLICATION FOR MODIFICATIONS** for approval. This ensures that all projects conform with any subsequent revisions to the community-wide standards.

If any governmental authority requires changes that alter a previously submitted **APPLICATION FOR MODIFICATIONS**, then the Owner shall resubmit an amended **APPLICATION FOR MODIFICATIONS** to the ACC for its approval **BEFORE** commencing any modification

You may drop your application off at the guardhouse or send it by email to northcliffACC@gmail.com.

REQUIRED DOCUMENTATION

Below are the documentation requirements for the specific modifications listed above. The documentation should be submitted with the **APPLICATION FOR MODIFICATIONS**. Where a "site plan" is required, such a "site plan" may be any of the following: a professional drawing, a simple drawing by the Owner, an annotated satellite picture from Google Earth, or similar documents.

Owner should include any additional documentation that Owner believes will assist the ACC in approving this application, i.e., photos, websites, manufacturer brochures, etc. Large projects may require professional drawings.

If a modification has the potential to affect any adjacent properties, then the Owner is required to discuss the modification with the neighbors prior to submitting the application to the ACC. All adjoining neighbors should sign the **NOTIFICATION TO NEIGHBORS OF PROPOSED PROJECT** form (attached as Exhibit A).

NEIGHBOR SIGNATURES ARE FOR THE PURPOSE OF PROJECT AWARENESS AND DO NOT CONSTITUTE APPROVAL OF THE MODIFICATION.

If a neighbor is unavailable or refuses to sign the application, such lack of signature shall NOT impede the ACC's decision making process.

Awnings or Coverings

- Picture or drawing of location of all windows and doors where awnings shall be installed.
- Picture portraying the style of awning to be installed.

- Color samples of all materials.

Decks

- A site plan showing:
 - the placement on the Lot,
 - the placement in relation to the house,
 - the placement in relation to all property lines, and
 - the placement in relation to neighboring houses.
- A construction plan showing all dimensions, materials used, and color.

Detached Buildings, Storage, and Sheds

- A site plan showing:
 - the placement on the Lot,
 - the placement in relation to the house,
 - the placement in relation to all property lines, and
 - the placement in relation to neighboring houses.
- A construction plan showing all dimensions, materials used, finished color, and proposed use.

Drainage

- A site plan showing:
 - the placement on the Lot,
 - the placement in relation to the house,
 - the placement in relation to all property lines, and
 - the placement in relation to neighboring houses.
- An explanation or drawing of the topology of the Lot

Fencing

- A site plan showing:
 - the placement on the Lot,
 - the placement in relation to the house,
 - the placement in relation to all property lines, and
 - the placement in relation to neighboring houses.
- A detailed picture or drawing of the fence style.
- A listing of the type(s) of building materials being used.
- Dimensions including height, span between posts, post size, crossbeam size, and number of rails.
- Color samples of the stain or paint to be applied.

HVAC and Generators: Relocation and

HVAC and Generators: Additional

- The manufacturer of the unit.
- The name of the installation company.
- A picture of the unit.
- A rough drawing of the proposed location of the unit(s).
- The distance of the proposed location from existing HVAC units.
- The distance of the proposed location from the property line.

Landscaping Projects

- A description of the plants, trees, and shrubs to be planted or removed.

- A landscape drawing may be requested.

Outdoor Fireplaces, Pits, and Kitchens

- A site plan showing:
 - the placement on the Lot,
 - the placement in relation to the house,
 - the placement in relation to all property lines, and
 - the placement in relation to neighboring houses.
- A construction plan showing all dimensions, materials used, finished color, and proposed use.
- Pictures may be requested.

Painting and Staining with New Colors

- Paint samples or chips.
- Description of the area of house to be painted.
- Contractor Information
 - Name _____
 - Primary Contact _____
 - Phone Number _____
 - Email _____

Patios, Walkways, and Driveways: Additional

- A site plan showing:
 - the placement on the Lot,
 - the placement in relation to the house,
 - the placement in relation to all property lines, and
 - the placement in relation to neighboring houses.
- A construction plan showing all dimensions, materials used, finished color, and proposed use.
- Pictures may be requested.

Playhouses and Treehouses

- A site plan showing:
 - the placement on the Lot,
 - the placement in relation to the house,
 - the placement in relation to all property lines, and
 - the placement in relation to neighboring houses.
- A construction plan showing all dimensions, materials used, finished color, and proposed use.

Pools (in ground)

- A site plan showing the pool, pool equipment, and fencing's:
 - placement of the on the Lot,
 - placement in relation to the house,
 - placement in relation to all property lines, and
 - placement in relation to neighboring houses.
- A set of plans showing the appearance, depth, size, and shape of the pool.
- A set of plans detailing any retaining walls, landscaping, lighting, fencing, and pool accessories, i.e., slides, diving boards, etc.
- The name of the installation company.

Retaining Walls

- A site plan showing:
 - the placement on the Lot,
 - the placement in relation to the house,
 - the placement in relation to all property lines, and
 - the placement in relation to neighboring houses.
- A construction plan showing all dimensions, materials used, finished color, and proposed use.
- Pictures may be requested.

Solar Energy Collectors

- A site plan showing:
 - the placement on the Lot,
 - the placement in relation to the house,
 - the placement in relation to all property lines, and
 - the placement in relation to neighboring houses.

Tree Removal

- A site plan showing the location of the tree(s):
 - on the Lot,
 - in relation to the house,
 - in relation to all property lines, and
 - in relation to neighboring houses.

ACC REVIEW CRITERIA

The ACC shall consider the impact on neighboring houses when considering an **APPLICATIONS FOR MODIFICATIONS**.

The ACC shall review and evaluate all applications based solely on the contents of the application. This will include consideration of the individuality of the style of the house and the Lot. What may be an acceptable modification for one house may not be acceptable for another.

Decisions made by the ACC shall not be based on personal opinion or taste, but shall be based on the following factors:

Aesthetics and Appearance

Modifications shall be judged for their aesthetics. Similar or complementary materials should be used to complement the style of the house and Lot as a whole.

Conformance with Covenants and the Community-Wide Standards Guide

All applications will be reviewed to confirm that the project is in conformance with the Covenants and the Community-Wide Standards Guide.

Design Compatibility

The proposed modification shall be compatible with the architectural style of the Owner's Lot, adjoining Lots, and the neighborhood setting. Compatibility is defined as resemblance in architectural style, quality of workmanship, similar use of materials, color, and construction details.

Impact on Neighbors

The modification's impact on access, view, sunlight, ventilation, and drainage will be reviewed. For example, fences can obstruct views and access to a neighboring property and decks or larger additions can cast unwanted shadows on an adjacent patio or infringe on a neighbor's privacy.

Location

The proposed modification shall relate favorably to the current landscape, existing structures, and the neighborhood as a whole.

Materials

In order to maintain continuity of design, a modification's options may be limited by the required use of the same or similar materials as used in the construction of the original house.

Relation to the Natural Environment

The impact on the natural environment will be considered for all modifications. Particular consideration will be given for those modifications that involve the removal of trees, a disruption of the natural topography, the sense of open space, and changes in the rate or direction of water drainage.

Timing

All approved modifications shall be completed in their entirety within six (6) months of the date of commencement. Consequently, all applications shall include an estimated completion date for the modifications. If requested, the ACC shall consider special or unusual circumstances and may approve an extension for completion of the modifications.

Regardless of whether a project is being installed or constructed by an Owner or by a licensed professional, all projects that remain unfinished beyond six (6) months, or any approved extension, may be considered a nuisance or a safety hazard for the community.

Workmanship

A workmanship standard shall be applied to all modifications. Poor workmanship can be visually objectionable to others and may create safety hazards. Certain applications for modification may require professional installation by a licensed contractor.

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Exhibit A



NOTIFICATION TO NEIGHBORS OF PROPOSED PROJECT
*(NEIGHBOR SIGNATURES ARE FOR THE PURPOSE OF PROJECT AWARENESS
AND DO NOT CONSTITUTE APPROVAL OF THE MODIFICATION.)*

Brief Description of the Modification

Neighbor 1

I am aware of the proposed modification.	
Name	Address
Phone	Email
Signature	Date

Neighbor 2

I am aware of the proposed modification.	
Name	Address
Phone	Email
Signature	Date

Neighbor 3

I am aware of the proposed modification.	
Name	Address
Phone	Email
Signature	Date

Neighbor 4

I am aware of the proposed modification.	
Name	Address
Phone	Email
Signature	Date

Owner's Signature

Signature	Date
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(Use an additional form if necessary.)