

**Birmingham Manor Homeowners Association**  
**INSTRUCTIONS FOR REQUEST FOR MODIFICATION**

(Please read the instructions on this page carefully, then fill out the application on Page 2)

The Birmingham Manor Homeowners Association utilizes a *complete package* application procedure. The application is considered complete when all required documentation and fees have been received. If your application is incomplete or you do not enclose the required fee, *your application will be returned unprocessed.*

1. For minor modifications, submit a drawing, product brochure or description of the planned modification.
2. For moderate or major modifications, please enclose **two copies** of the following with your requests:
  - a. A site plan, to scale showing exact location of modification being requested in relation to your property lines. A State of Georgia registered survey plat clearly showing property lines, existing improvements and proposed modification(s). Please show exact location of modification(s) being requested in relation to your property lines. Existing fences, decks, walkways, driveways, etc. should also be indicated.
  - b. A brief description of the modification, drawings, exterior elevations, floor plan, detail of materials to be used, pictures, catalog pages, brochures, or color samples must be included.
3. The modification must be discussed with your neighbors who will be directly impacted by the proposed modification.
4. It is recommended that homeowners check with the appropriate Building & Inspection Department to obtain necessary permits and building code information.
5. Please print legibly and use black ink.
6. Give your complete legal name.
7. Give the address where your evaluation should be mailed.
8. Complete the entire application. Please sign and date the form.
9. The appropriate review fee for request for modification must accompany this application. This fee may be paid by either personal check, money order, or cashiers check made payable to Birmingham Manor Homeowners Association.. Please do send cash.
10. **Important:** All applications must be mailed to: Birmingham Manor Homeowners Association, c/o Thomas Mitchel, 101 Birmingham Walk, Alpharetta, GA 30004, or handed directly to an ACC Member. Applications placed in a mailbox will not be valid.
11. **Application Fee Schedule:**

Minor Modification Request:	No fee
Moderate Modification Request:	No fee
Major Modification Request:	\$25.00

# BIRMINGHAM MANOR HOMEOWNERS ASSOCIATION

## Application for Modification

(Please read the instructions on page one before completing this application)

Homeowner's Name: \_\_\_\_\_

Address: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Daytime Phone: \_\_\_\_\_

Email: \_\_\_\_\_ Fee Enclosed: \_\_\_\_\_

Estimated Start Date: \_\_\_\_\_ Estimated Completion Date: \_\_\_\_\_

---

### Types of Modification Being Requested

**Minor Modification:** *No Review Fee for this change prior to starting modification*

Arbor                       Landscaping                       Satellite Dish  
 House Color                       Play Equipment                       Basketball Goal                       Other

**Moderate Modification:** *No Review Fee for this change prior to starting modification*

Fence                       Deck                       Gazebo                       Dock  
 Retaining Wall                       Screened Porch                       Storage Shed                       Other

**Major modification:** *\$25.00 Review Fee for this change prior to starting modification*

Room Addition                       Swimming Pool  
 Other                       Screened Porch

---

Permission is hereby granted for members of the ACC and appropriate Birmingham Manor Homeowners Association representatives to enter the property to make reasonable observations and inspection of the modification request and completed project.

I have discussed this modification with my neighbors who will be directly impacted by the proposed modification.

**Homeowner Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

Please allow a maximum of 60 days for a modification review. If modification is started prior to approval, fees will triple.

This section to be completed by Architectural Control Committee on behalf of the  
BIRMINGHAM MANOR HOMEOWNERS ASSOCIATION

Date Received: \_\_\_\_\_

Review Completed on: \_\_\_\_\_

Comments \_\_\_\_\_

Application Denied \_\_\_\_\_ Application Approved \_\_\_\_\_