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**Shepherds Pond Homeowner Association Architectural Control (ACC) Form**

[sppoaarchitectural@gmail.com](mailto:sppoaarchitectural@gmail.com)

Visit [shepherdspond.com](http://shepherdspond.com) for current Covenants and Restrictions and ACC Guidelines

**Requestor's Information:**

Name		Preferred Phone	
Address		Email	

**INDICATE REQUEST TYPE:**

- Fence installation (*note - fences are not to be painted but may be stained. See Fencing Guideline on website*)
- Fence repair (*any repair other than replacement of less than 5 slats requires approval*)
- Landscaping (anything over 2' height)
- Recreational Equipment
- Roof
- Repainting (Not required if paint colors remain the same)
- Spa
- Structure Modification (front, side or back yards including patios, decks)
- Tree Additions/Removals (anything over 2' height)
- Concrete (drive, sidewalks, porch, patio)
- Shed
- Other – Please list:

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**Include Supporting Documents Needed For Any Of The Above:**

- Description of the change
- Exception request to any CCR or published guideline should be clearly and concisely stated
- Location Drawings
- Plans including location on property
- Materials (type, manufacturer, style, colors, etc.)

Requests will be returned for any missing information, and the approval process will go on hold until the supporting information is received.

All approvals are subject to city, county, and state regulations. It is the responsibility of the homeowner to acquire the necessary permits and to follow all governmental regulations and building codes.

Submit request to Shepherds Pond Association email at [sppoaarchitectural@gmail.com](mailto:sppoaarchitectural@gmail.com) (show the subject line of the email: ACC APPROVAL REQUEST) with all necessary documents attached.

An emailed response will be provided after ACC approval within 30 days of submission. You may also mail the form to:

**Shepherds Pond HOA, 5665 Atlanta Hwy, Suite 102B, PMB 339, Alpharetta, GA 30004**

Approved requests must commence within six months of the approval date, as stated in HOA CCRs. If work does not commence within six months, a new application must be submitted by the homeowner.

**To be completed by Architectural Committee:**

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

Date Reviewed: \_\_\_\_\_

Approved

Conditional Approval

Declined

ACC Inspection Required:

ACC Inspection Date: \_\_\_\_\_ Final Inspection Date: \_\_\_\_\_

Reason for Conditional Approval or Decline: