
Shepherds Pond Homeowner Association Architectural Control (ACC) Form

sppoaarchitectural@gmail.com

Visit 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; any repair will require staining to match the existing fence within 6 months*)
- ☐ Landscaping/flower beds (anything over 2' height). No produce or vegetable gardens are allowed in the front or side yards.
- ☐ Recreational Equipment including but not limited to basketball hoops, trampolines, sporting goals
- ☐ Roof
- ☐ Repainting (Not required if paint colors remain the same)
- ☐ Brick painting (only solid color)
- ☐ Spa/Pool
- ☐ Structure Modification (front, side or back yards including patios, decks)
- ☐ Tree Additions (anything over 2' height)
- ☐ Tree Removals (anything over 2' height). Any trees removed in the front or side yard, also requires stump removal.
- ☐ Concrete (drive, sidewalks, porch, patio)
- ☐ Retaining wall
- ☐ Shed/Greenhouse/Gazebo/Trash can structure or fence/ Other structure that can be seen over the top of a fence or from the front or side yard
- ☐ Mailbox replacement

Other – Please list:

Supporting Documents Required:

- Description of the change
- Location Drawings
- Plans including location on property
- Materials (type, manufacturer, style, colors, etc.)
- Description of the change
- For landscaping, tree addition/removal project or installation of a retaining wall, a plan describing the impact on drainage. As a reminder, any project that diverts water runoff or changes the grading of the yard by more than 6 inches, may require county approval and a copy of the approval should be submitted. If drainage is installed but it will not affect the grading or current flow of water runoff, a letter from the installer stating that fact should be provided.
- If the project is on or near the property line (within a foot), please confirm that you have a property line survey or you have spoken with the neighbor(s) regarding the property line and the impact of the project.
- Exception request to any CCR or published guideline should be clearly and concisely stated

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.

By submitting this request, you agree that all work will be on your personal property. Shepherds Pond HOA will not be liable for any damage or work inadvertently performed on another owners' property.

Submit request to Shepherds Pond Association email at 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: