



**Staghorn Plantation Estates
Homeowners Association**

P.O. Box 267
Nicholson, GA 30565

Architectural Submission/Application Form

Owner (Applicant): _____

Property Address: _____

Phase: _____ Lot #: _____

Contractor Information

Contractor Name: _____

Contractor Phone: _____ Contractor Email: _____

Project Start Date: ___/___/_____ Project End Date: ___/___/_____

Contact information should the Committee wish to contact you for additional information

Phone: _____ Email: _____

Mailing Address (if different from above): _____

Modification or Addition Requested:

- | | |
|---|--|
| <input type="checkbox"/> Single Family Dwelling** | <input type="checkbox"/> TV Satellite Dish |
| <input type="checkbox"/> Rack for Firewood Storage | <input type="checkbox"/> Rack For Firewood Storage |
| <input type="checkbox"/> Detached Garage | <input type="checkbox"/> Permanent Clothes Line |
| <input type="checkbox"/> Storage Building | <input type="checkbox"/> Retaining Wall (Lake Lot) |
| <input type="checkbox"/> Barn | <input type="checkbox"/> Dock (Lake Lot) |
| <input type="checkbox"/> Fence | <input type="checkbox"/> Play Equipment (Lake Lot) |
| <input type="checkbox"/> Pool | |
| <input type="checkbox"/> Driveway | |
| <input type="checkbox"/> Removal of Trees (greater than 8" diameter at base and located beyond 10 feet of the approved site of a building on lot) | |
| <input type="checkbox"/> Other _____ | |

Description of and reason for request: _____

Please make sure you have attached/included all of the following information:

- A completed Submission Form (including signature below the Owner Acknowledgement notice)
- A description of the project, including height, width and depth, roofing materials, etc.
- A complete set of professionally prepared plans for the improvements to be constructed to include type of exterior siding on dwelling and foundation, roof pitch, and square footage of main structure exclusive of one-story open porches and garages **

- A suitable sketch showing the size, front, back, and side views
- A site plan showing placement on lot and set back measurements
- Soil Erosion Pan (lake lots)

Please send your request to: Staghorn Plantation Estates HOA
 P.O. Box 267
 Nicholson, GA 30565

Or email the information to: rick@redbearlc.com

For Committee Use Only

Date Submission Received: _____

Approved **Approved w/stipulations** **Denied**

Stipulations/Comments/Suggestions: _____

Committee Approval Date: _____

Owner’s Acknowledgements:

I understand:

- No work on this request shall commence until I have received approval of the Architectural Control Committee (ACC)
- There are architectural requirements covered by the Covenants and a board review process as established by the Board of Directors
- All proposed improvements to the property must comply with city, county, state and local codes. I understand the application for all required building permits are my responsibility. Nothing herein shall be construed as a waiver of modifications of any codes
- Any variation from the original application must be resubmitted for approval
- This alteration will not detrimentally affect the proper drainage of any common areas or surrounding lots. I will be responsible at my expense to correct any drainage problems to such areas that may occur as a result of this work or alteration
- Basic landscaping of the lot must be implemented prior to occupancy of new construction
- The Builder/Applicant acknowledges and agrees that the Committee and Association assume no liability resulting from the approval or disapproval of any plans submitted. The Committee and the Association assume no liability and make no representations regarding the adequacy or quality of any submitted plans or whether such plans comply with any or all governing authority requirements. The Committee’s review, comments, and/or approvals do not relieve the Builder/Applicant of their responsibility and obligation to comply with the Subdivision Guidelines/Covenants as applicable.

I certify that the above information is an accurate representation of the proposed improvements and that the work will conform to applicable codes, covenants ad standards. I also certify that the improvements will be completed in accordance with the approved application. I understand that construction is not to begin until approval has been received from the Architectural Control Committee.

Owner/Applicant Signature: _____ **Date:** _____

The Architectural Control Committee shall have a minimum of two weeks to review and comment upon the submitted plans. The ACC will make reasonable effort to expedite the review process.

All owners will be notified in writing by mail (USPS) once the request has been approved or denied.