

**BIRMINGHAM ESTATES HOMEOWNERS ASSOCIATION**

REQUEST FOR ARCHITECTURAL/LANDSCAPE REVIEW

Homeowners are required to submit property improvement plans to the Association for review and approval prior to beginning their improvements. These requirements are outlined the Declaration of Covenants and Restrictions for Birmingham Estates HOA, and each Birmingham Estates HOA homeowner is subject to these guidelines.

NAME: \_\_\_\_\_ (Please Print)      EMAIL: \_\_\_\_\_      DATE: \_\_\_\_\_  
ADDRESS: \_\_\_\_\_  
PHONE NO.:      (CELL) \_\_\_\_\_      (WORK) \_\_\_\_\_      (HOME) \_\_\_\_\_  
PROPOSED START DATE: \_\_\_\_\_      PROPOSED FINISH DATE: \_\_\_\_\_

**CHECK ALL THE FOLLOWING IMPROVEMENT TYPES THAT APPLY TO YOUR REQUEST**

**HOME IMPROVEMENTS:**

Structural Addition	<input type="checkbox"/>	Gazebo Arbor	<input type="checkbox"/>	Play Structure	<input type="checkbox"/>	Outbuilding	<input type="checkbox"/>	Fence Addition	<input type="checkbox"/>
Deck/Patio	<input type="checkbox"/>	Greenhouse	<input type="checkbox"/>	Pool/Spa	<input type="checkbox"/>	Dog Run	<input type="checkbox"/>	Retaining Walls	<input type="checkbox"/>
Trellis	<input type="checkbox"/>	Lighting Additions	<input type="checkbox"/>	Lighting	<input type="checkbox"/>	Skylights	<input type="checkbox"/>	Solar Panels	<input type="checkbox"/>
Satellite Dish	<input type="checkbox"/>	Windows/Doors	<input type="checkbox"/>	Gates	<input type="checkbox"/>	Painting	<input type="checkbox"/>	Sculptures	<input type="checkbox"/>
Garage Doors	<input type="checkbox"/>	Lot Line Adjustments	<input type="checkbox"/>	Other (specify)	<input type="checkbox"/>				

**LANDSCAPE IMPROVEMENTS:**

New Landscape	<input type="checkbox"/>	Tree Addition	<input type="checkbox"/>	Tree Removal	<input type="checkbox"/>	Arbors/Vines	<input type="checkbox"/>	Hardscape	<input type="checkbox"/>
Landscape Lights	<input type="checkbox"/>	Water Features	<input type="checkbox"/>	Other (specify)	<input type="checkbox"/>	Drainage	<input type="checkbox"/>	Retaining Walls	<input type="checkbox"/>
		Front Yard	<input type="checkbox"/>	Back Yard	<input type="checkbox"/>	Side Yard	<input type="checkbox"/>		

IF YOU ARE ONLY SUBMITTING A REQUEST TO CHANGE THE COLOR OF YOUR HOME:

1. Enclose paint manufacturer color samples with this application.
2. Identify which paint samples apply to body of the house, trim/fascia and trim accent colors.

Note: you may be requested to paint a sample area of your home for the ACC to evaluate.

**ALL OTHER IMPROVEMENTS:**

1. Submit your scaled drawings and plot plans to: [jeff@keystonepartnersga.com](mailto:jeff@keystonepartnersga.com).
2. Plans which include pre-assembled structures or kits must include cut sheets or product specifications, colors, dimensions, materials and all other collateral material necessary for proper review.
3. The committee must be informed of all materials used in your improvements in sufficient detail for proper review. Where appropriate, submit samples or color photos of the material (BRICK, SLATE, WROUGHT IRON, LIGHTING STANDARDS, ETC.) In its sole discretion, the Association may ask for more information regarding your improvement during the review process. While waiting for a response from the owner, the 30-day approval time frame will suspend and then resume with receipt of additional information.
4. Though neighbor approval is not required, depending on the improvement, the Association may solicit input from your neighbors regarding your submission and consider their input as part of the review process. It is prudent that you discuss proposed changes to your home with your surrounding neighbors.
5. PLEASE NOTE: The City in which you live in may require approval of certain types of improvements. You may be required to get permits, and other conditions may apply. The owner is solely responsible for fulfilling any municipal requirements.

**NOTE: IF THE APPLICATION YOU SUBMIT IS INCOMPLETE OR INDECIPHERABLE IN ANY WAY THE 30 DAY TIME FRAME IN WHICH THE ASSOCIATION HAS TO REPLY IS SUSPENDED UNTIL YOU COMPLETE THE APPLICATION PROPERLY AND RESUBMIT IT FOR REVIEW.**

**Owner(s) Signature:** \_\_\_\_\_      **Date:** \_\_\_\_\_

**NOTE: Improvement work may not commence without written approval of the Birmingham Estates HOA Architectural Control Committee. Please submit plans anticipating up to 30 days for review and comment by the ACC. Unauthorized improvements are subject to removal.**

**FORM RETURN ADDRESS**  
**KEYSTONE PARTNERS, LLC.**

[jeff@keystonepartnersga.com](mailto:jeff@keystonepartnersga.com) - PO BOX 4727- CANTON, GA 30114