
Shepherds Pond Homeowner Association

Architectural Control Form

sppoaarchitectural@gmail.com

Visit www.ShepherdsPond.com for current Covenants and Restrictions

Requestor's Information:

Name		Preferred Phone	
Address		Email	

INDICATE REQUEST TYPE:

- Fence (*note - fences are not to be painted but may be stained. See Fencing Guideline on website*)
- Landscaping
- Recreational Equipment
- Roof
- Repainting (Not required if paint colors remain the same)
- Spa
- Structure Modification
- Tree Addition/Removal (anything over 2')
- Paving

Other - List:

Include Supporting Documents Needed For Any Of The Above:

- Description of the change
- Location Drawings
- Plans
- 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 (show the subject line of the email: ACC APPROVAL REQUEST) with all necessary documents attached to the email. 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 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: