

**APPLICATION FOR MODIFICATION**  
**To Property located in Martins Farm / Martins Farm Estates**

Please Allow up to 30 days for a modification review.

Today's Date:  Homeowner's Name:

Project Address:  Phone:

Estimated Start Date:  Estimated Completion Date:

Email address:

**INSTRUCTIONS FOR REQUESTS FOR MODIFICATION**

Please refer to the Martins Farm Covenants at [ResidentInfo](http://www.martinsfarm.com) (www.martinsfarm.com under Resident Info) for item details related to your modification request.

This form summarizes the information required by the Architectural Review Committee (ARC) to evaluate and act on a proposed project. A complete application will expedite the review process and minimize questions. An incomplete submittal will NOT be reviewed by the ARC and will be returned to you.

The undersigned acknowledges that written approval is needed prior to starting the modification.

**FAILURE TO SUBMIT APPLICATION FOR APPROVAL BEFORE ANY WORK BEGINS WILL RESULT IN A FINE OF \$500. TREES REMOVED WITHOUT PRIOR APPROVAL WILL RESULT IN FINES OF \$750 PER TREE. FINES OF \$25 PER DAY MAY BE APPLIED IN ADDITION, UNTIL COMPLIANCE IS RESTORED.**

Any modification must follow the Martins Farm covenants and design guidelines. The approval action does not relieve the homeowner from any covenant or design guidelines requirements.

The Homeowner shall indemnify, defend, and hold harmless the Martins Farm Homeowners Association and any of its affiliates from any and all claims, losses, damages, and cause of action which may arise from or be related to or be caused by the modifications for which approval is sought, including damage to the Homeowner's house. Homeowners will be responsible for any damage caused by any change to drainage performed by themselves or their hired contractors.

**HOMEOWNERS ARE RESPONSIBLE FOR OBTAINING ANY NECESSARY PERMITS FROM GOVERNMENT MUNICIPALITIES.**

*Permission is hereby granted for members of the Architectural Review Committee and appropriate Martins Farm Homeowners Association representatives to enter the property (**exterior only**) to make reasonable observations and inspections of the modification request and completed project.*

**I, the undersigned, agree not to begin property modifications/improvements without written approval from the Architectural Review Committee.**

Homeowner's Signature(s):

Date:

## TYPE OF MODIFICATION BEING REQUESTED

*One Modification per Application*

- |   |   |  |
|---|---|--|
| <input type="checkbox"/> Satellite Dish | <input type="checkbox"/> Landscaping        | <input type="checkbox"/> Tree removal            |
| <input type="checkbox"/> Deck           | <input type="checkbox"/> Screened Porch     | <input type="checkbox"/> Retaining Wall          |
| <input type="checkbox"/> Fence          | <input type="checkbox"/> Room Addition      | <input type="checkbox"/> In-ground Swimming Pool |
| <input type="checkbox"/> Roof           | <input type="checkbox"/> Driveway Extension | <input type="checkbox"/> Shed                    |
| <input type="checkbox"/> Sunroom        | <input type="checkbox"/> Other              | <input type="text"/>                             |

See our [website](#) for the paint application and checklist.

**Tree Removal:** Although in some cases, tree removal can be accomplished without replanting a new tree in its place, tree removal requests **must** be accompanied by an associated tree replacement/landscaping plan in order to prevent the decimation of trees within the Community. Please note that in case of multiple tree removal, a Martins Farm Board approved arborist may be required prior to any conditional approvals.

Submit to:

- 1 Email to: [MartinsFarm.HOA.ARC@Gmail.com](mailto:MartinsFarm.HOA.ARC@Gmail.com)  
or
- 2 Mail to: Martins Farm Homeowners Association, PO Box 725, Suwanee GA 30024

**FAILURE TO SUBMIT FOR APPROVAL BEFORE WORK BEGINS WILL RESULT IN A FINE OF \$500 APPLIED TO YOUR HOA ACCOUNT. FINES OF \$25 PER DAY MAY BE APPLIED IN ADDITION UNTIL COMPLIANCE IS RESTORED.**

All the information contained herein is intended to expedite your modification request. Pursuant to the Martins Farm Covenants: Section 6.1 General. "No exterior construction, alteration or addition of any improvements of any nature whatsoever (including, without limitation, staking, clearing, excavation, grading, filling, construction of impervious surface, building, exterior alteration of existing improvements, change in the exterior color of any existing improvement and planting and removal of landscaping materials), shall be commenced or placed upon any part of the Community, unless installed by the Declarant or approved in accordance with this Article, or otherwise expressly permitted in this Declaration."

A complete application will expedite the review process and minimize questions. An incomplete submission will be returned and NOT considered.

**FAILURE TO SUBMIT APPLICATION FOR PRIOR APPROVAL WILL RESULT IN A FINE OF \$500. TREES REMOVED WITHOUT PRIOR APPROVAL WILL RESULT IN FINES OF \$750 PER TREE. FINES OF \$25 PER DAY MAY BE APPLIED IN ADDITION UNTIL COMPLIANCE IS RESTORED.**

Additional Information (please let us know the specifics of your proposed project, including any pertinent information that the ARC might need to make their decision):