



**APPLICATION FOR MODIFICATION**

*Note: **This form must be completed and returned prior to commencing any work.** Incomplete Forms will be returned. Documentation submitted for review becomes the property of the Silver Ridge Homeowners Association.*

Name:		Date:	
Address:		Home Phone:	
City/State/Zip:		Office Phone:	
		Fee Enclosed:	

**MINOR MODIFICATION**

Description of modification (be sure to review relevant guideline(s) before submission):

**MODERATE MODIFICATION**

<input type="checkbox"/> Deck <input type="checkbox"/> Gazebo <input type="checkbox"/> Screened Porch <input type="checkbox"/> Fence <input type="checkbox"/> Dock <input type="checkbox"/> Retaining Wall <input type="checkbox"/> Other
--

**MAJOR MODIFICATION**

<input type="checkbox"/> Room Addition <input type="checkbox"/> Swimming Pool <input type="checkbox"/> Other _____
--

Please provide the AECC with all the information necessary to evaluate your request thoroughly and quickly. Requests must include, without limitation, the following information: site plan (including all dimensions), color chips (if applicable), detailed description of the request, list of materials, pictures, brochures (if applicable), and any other information as specifically required below or as required by the <i>Minimum Exterior Appearance Standards</i> for Silver Ridge. Description of Improvement or Modification Requested (attach separate sheets if necessary):



Upon completion of this form, please return the completed form to your Association Administrator at HMS, Julie A. Kiep, by scan and email to [Julie.A.Kiep@hms-inc.net](mailto:Julie.A.Kiep@hms-inc.net), by fax to 770-667-6315, or by mail to:

Silver Ridge HOA, Inc.  
c/o HMS Inc.  
P.O. Box 2458  
Alpharetta, GA 30023-2458

Please allow a maximum of 30 days for a modification review.

**FOR AECC USE ONLY:**

Date Received \_\_\_\_\_

Approved  Denied  By (AECC Chair/Date) \_\_\_\_\_

Conditions:

This approval is valid until \_\_\_\_\_. If the project has not been completed by then, then the homeowner must resubmit the request.


**CONDITIONAL APPROVAL:** The Application for Modification will be approved within 30 days after resubmission provided that the following modifications are made.

Comments:


Final Inspection Date \_\_\_\_\_

Approved  Rejected\*  By (AECC/Property Manager) \_\_\_\_\_

\*If rejected, please attach separate sheet explaining reason, corrective action required, and completion date.