

**Spencer's Mountain Homeowners Association
Architectural Control Committee (ACC) Project Request Form**

Please refer to Spencer's Mountain Declaration of Covenants - Articles VII & VIII for general information about the Architectural Control Committee (ACC) and our community requirements & restrictions.

Project Identifier	
Project Name: <i>Driveway, Gate, Pool, etc.</i>	
Date submitted by Homeowner(s):	
Date received by the ACC at: SpencersMountainACC@gmail.com	
Homeowner's Contact Information	
First & Last Name(s):	
House Number:	
Email address(es) & phone number(s):	
Project Request Description	
<i>Please describe your project in general terms, noting the location of the work to be done.</i>	
<i>Please describe the scope of work in detail, including when relevant copies of the project blueprint, site plan, Computer Aided Design (CAD), photos, and any other pertinent information for understanding the project plan.</i>	
<i>Does this project require a permit from the City of Tucker? If so, do you have a permit, or have you applied for one? If you have a permit, please attach a copy of the permit. Regardless, please note that ACC decisions are independent of the City of Tucker.</i>	
<i>Will this project alter the landscape of your property? If so, please summarize the changes that will be made to your landscape.</i>	
<i>Tree removal - will this project require removal of any trees? If so, where are these trees located and how many? To your knowledge, will this tree removal affect the watershed or any other water flow for you or neighbors in our subdivision, or have any other adverse impacts on your immediate neighbors, including loss of privacy?</i>	

<p><i>If any specimen trees or more than 5 trees overall will be removed, have you obtained a permit from the City of Tucker? Please provide proof. If unhealthy trees will be removed, please provide an arborist's report. Please review this City of Tucker website information. https://www.tuckerga.gov/departments/building_permitting/tree_removal_guidelines.php</i></p>	
<p><i>Will a contractor(s) be involved for this project? If so, please provide the contractor(s) name, license, and proof of insurance.</i></p>	
<p><i>Date(s) - What are the estimated start and completion dates for the project?</i></p>	
<p><i>Time - What are the estimated daily start and completion times for the project? Please avoid work that may be disruptive outside normal work-week hours (9am -5pm).</i></p>	
<p><i>Will your project require large equipment including a trash container or restroom facilities? If so, where on your property will these be parked?</i></p>	
<p><i>Please provide any other information that you would like to share to help inform the ACC about your project.</i></p>	
Decision by the Architectural Control Committee	
<p><i>Date approved</i></p>	
<p><i>Date Homeowner(s) notified by email</i></p>	
<p><i>Date Homeowner(s) acknowledged receipt of email</i></p>	
<p><i>Date denied</i></p>	
<p><i>Reason for denial</i></p>	
<p><i>Date Homeowner(s) notified by email</i></p>	
<p><i>Date Homeowner(s) acknowledged receipt of email</i></p>	