

**Cooper's Pond**  
**ARCHITECTURAL CONTROL COMMITTEE**  
**REQUEST FOR ARCHITECTURAL / LANDSCAPE REVIEW**



**Homeowners are required to submit property improvement plans to the ACC for review and approval prior to beginning their improvements. Every Cooper's Pond homeowner is subject to these restrictions.**

**NAME:** \_\_\_\_\_ **DATE:** \_\_\_\_\_ **Lot #:** \_\_\_\_\_  
 (Please Print)

**ADDRESS:** \_\_\_\_\_ **Email:** \_\_\_\_\_

**PHONE:** \_\_\_\_\_ **(Home)** \_\_\_\_\_ **(Mobile)** \_\_\_\_\_ **Proposed Start Date:** \_\_\_\_\_ **Finish Date:** \_\_\_\_\_

**CHECK EACH OF THE FOLLOWING IMPROVEMENT TYPES THAT APPLY TO YOUR REQUEST**

**HOME IMPROVEMENTS:**

- |  |                                       |  |   |                                      |
|--|---------------------------------------|--|---|--------------------------------------|
| <input type="checkbox"/> Structural Addition | <input type="checkbox"/> Gazebo/Arbor | <input type="checkbox"/> Play Structure  | <input type="checkbox"/> Fence Addition   | <input type="checkbox"/> Fountain(s) |
| <input type="checkbox"/> Deck/Patio          | <input type="checkbox"/> Pool/Spa     | <input type="checkbox"/> Retaining Walls | <input type="checkbox"/> Sculpture/Statue | <input type="checkbox"/> Other       |
| <input type="checkbox"/> Trellis             | <input type="checkbox"/> Garage Door  | <input type="checkbox"/> Windows/Doors   | <input type="checkbox"/> Painting         |                                      |

- |  |   |   |  |                                     |
|--|---|---|--|-------------------------------------|
| <input type="checkbox"/> Fence: (pick one) | <input type="checkbox"/> Scallop Picket | <input type="checkbox"/> Dog Ear Picket | <input type="checkbox"/> Saddle Picket | <input type="checkbox"/> Split Rail |
|--|---|---|--|-------------------------------------|

**LANDSCAPE IMPROVEMENTS:**

- |   |   |  |   |   |
|---|---|--|---|---|
| <input type="checkbox"/> New Landscape    | <input type="checkbox"/> Tree Addition  | <input type="checkbox"/> <b>FRONT YARD</b> | <input type="checkbox"/> <b>BACK YARD</b> | <input type="checkbox"/> <b>SIDE YARD</b> |
| <input type="checkbox"/> Landscape Lights | <input type="checkbox"/> Water Features | <input type="checkbox"/> Tree Removal      | <input type="checkbox"/> Arbors/Vines     | <input type="checkbox"/> Hardscape        |
|   |   | <input type="checkbox"/> Drainage          | <input type="checkbox"/> Other (specify)  |   |

**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.

**SUBMITAL INSTRUCTIONS:**

1. Submit your scale drawings and plot plans to: Allison Crawford, ACC chair, [homesbyalisoncrawford@gmail.com](mailto:homesbyalisoncrawford@gmail.com) or in her cubby at 237 Coopers Pond Drive.
2. Your ACC 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 ACC may ask for more information regarding your improvement during the review process. While waiting for a response from the owner, the 30-day approval period will suspend and then resume with receipt of additional information.
3. Though neighbor approval is not required, depending on the improvement the ACC 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.
4. Cooper's Pond is a PUD (planned urban development). Homeowners are required by law to follow the neighborhood's bylaws, covenants and design standards. All plans for landscaping or altering homes/lots in must be submitted in writing to the ACC (Covenant 6.05) for approval before you take action on any such plans. Please call any ACC member if you have questions or need help; we're in the neighborhood directory. Improvements made without ACC approval are subject to removal by the owner at the sole discretion of the Board of Directors.
5. PLEASE NOTE: Gwinnett County 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 ACC HAS TO REPLY IS SUSPENDED UNTIL YOU COMPLETE THE APPLICATION PROPERLY AND RESUBMIT IT FOR REVIEW.**

**Cooper's Pond  
Architectural Control Committee**

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**DESCRIBE YOUR PROPOSAL AND IMPROVEMENT IN DETAIL:**

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**WHO IS YOUR CONTRACTOR?**

- I'm performing the work myself.
- My general contractor is: \_\_\_\_\_
- My landscape contractor is: \_\_\_\_\_

The homeowner is the "person responsible" for damage to the Cooper's Pond common areas caused by himself or by his contractor while completing these improvements. By submitting this application, I acknowledge responsibility for damage to the common areas by contractors entering Cooper's Pond property at my invitation.

Have you discussed your idea with your neighbors      Yes: \_\_\_\_\_      No: \_\_\_\_\_

Have you read the Cooper's Pond covenants and design standards?      Yes: \_\_\_\_\_      No: \_\_\_\_\_

The basis for this architectural requirement is your recorded covenants (6.05). Improvements made without ACC approval are subject to removal at the sole discretion of the Board of Directors.

\_\_\_\_\_  
**Owner Signature**

\_\_\_\_\_  
**Date**

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

ACC members appreciate your support, helping Cooper's Pond maintain its well-deserved status as one of the most beautiful upscale neighborhoods in the Brookwood schools' cluster. Feel free to contact a committee member if you have questions; we're in the neighborhood directory.