

**MILL CREEK COMMUNITY ASSOCIATION**  
**REQUEST FOR MODIFICATION - FENCES**

Homeowner Name: \_\_\_\_\_ Address: \_\_\_\_\_

E-mail: \_\_\_\_\_ Phone: \_\_\_\_\_ Date \_\_\_\_\_

**IMPORTANT: The Architectural Review Committee has sixty (60) calendar days to complete review of this request and render a decision. The ARC will make every effort to respond within 10 business days. Work should commence on receipt of an approval. The decision refers to the specific request herein, and does not apply to any other lot or any other homeowner.**

**Fence Installation Information**

FENCE: *Must include style, type of wood, placement on lot survey with yellow highlighting, dimensions, and description. Please select all that apply.*

- 1. Corner Lot:                    No        Yes
- 2. Adjacent to Existing Fence:    No        Yes. Style: \_\_\_\_\_, Height: \_\_\_\_\_
- 3. Does property Slope:            No        Yes, it is on the side        Yes, it is on the back of yard  
    a. From the house, does the slope go:        Up        Down
- 4. Per the covenants Exhibit C, Item 2 (p): .... under no circumstances shall any fence be placed, erected, allowed, or maintained upon any Unit closer to the street than the rear one-third of the residence located on the Unit.

\_\_\_\_\_ **Homeowners Initial**

- 5. It is recommended that you contact Georgia 811 to ensure your safety and the safety of those around you before beginning any digging. You can also find additional information on their website at [www.GEORGIA811.com](http://www.GEORGIA811.com)

\_\_\_\_\_ **Homeowners Initial**

- 6. All fences shall be constructed of wood and must remain a natural wood color. Stain color is to be submitted for approval prior to application.

\_\_\_\_\_ **Homeowners Initial**

- 7. All fences shall be a 6' privacy fence (see additional "Exhibits" attached for reference). No other style fences will be allowed. This includes split rail, garden, metal and any others not specifically shown in the "Exhibits".

\_\_\_\_\_ **Homeowners Initial**

- 8. All fences shall have a minimum of one access gate of the same style as the fence.

\_\_\_\_\_ **Homeowners Initial**

- 9. It is the homeowner's responsibility to maintain the fence throughout its life.

\_\_\_\_\_ **Homeowners Initial**

- 10. Architectural review approval DOES NOT constitute local city or county approval. It is the homeowner's responsibility to ensure all required permits and approvals are secured.

\_\_\_\_\_ **Homeowners Initial**

11. Fence must be built within owners property lines with the finished side facing out towards neighbors or towards the street with the support beams facing in.  
 \_\_\_\_\_ **Homeowners Initial**
  
12. Fence may not impede surface drainage to or from adjacent lots. All fencing installed in a sloped area is to have a 3” clearance at the bottom to allow for drainage. If this request is not met and neighboring properties drainage is impacted, then corrective action will be required by the homeowner who installed the fence at their expense.  
 \_\_\_\_\_ **Homeowners Initial**
  
13. Fence must be built as approved by the ARC. If any modifications are required after ARC approval, then the changes must be re-submitted for review.  
 \_\_\_\_\_ **Homeowners Initial**
  
14. Written approval must be received from the ARC prior to the commencement of any work.  
 \_\_\_\_\_ **Homeowners Initial**
  
15. It is the homeowner’s responsibility to ensure any hired contractors comply with all guidelines and install as approved by the ARC.  
 \_\_\_\_\_ **Homeowners Initial**

<p><b>OTHER SUPPORTING INFORMATION:</b>  <i>Attach additional info if necessary</i></p>
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**Return to:** Visit <http://millcreekhoa.org/contact> for management company contact info

<b>ARCHITECTURAL REVIEW COMMITTEE ONLY</b>
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Date Received: \_\_\_\_\_ Date Reviewed: \_\_\_\_\_ Reviewed By: \_\_\_\_\_

Disapproved     Approved     Conditional Approval (explanation):

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**Exhibit "A" Fence Types**

The following fence styles indicated are approved by the ARC. Please mark the style fence you are requesting to install. If the desired style is not indicated, please provide detailed information and submit all supporting documents.



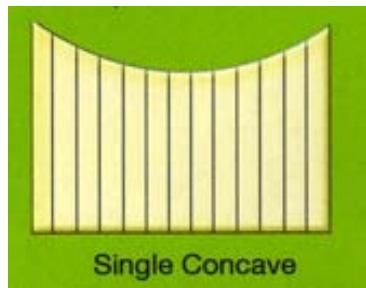
**Solid Board Dog Eared Top**

Check Selected



**Single Convex**

Check Selected



**Single Concave**

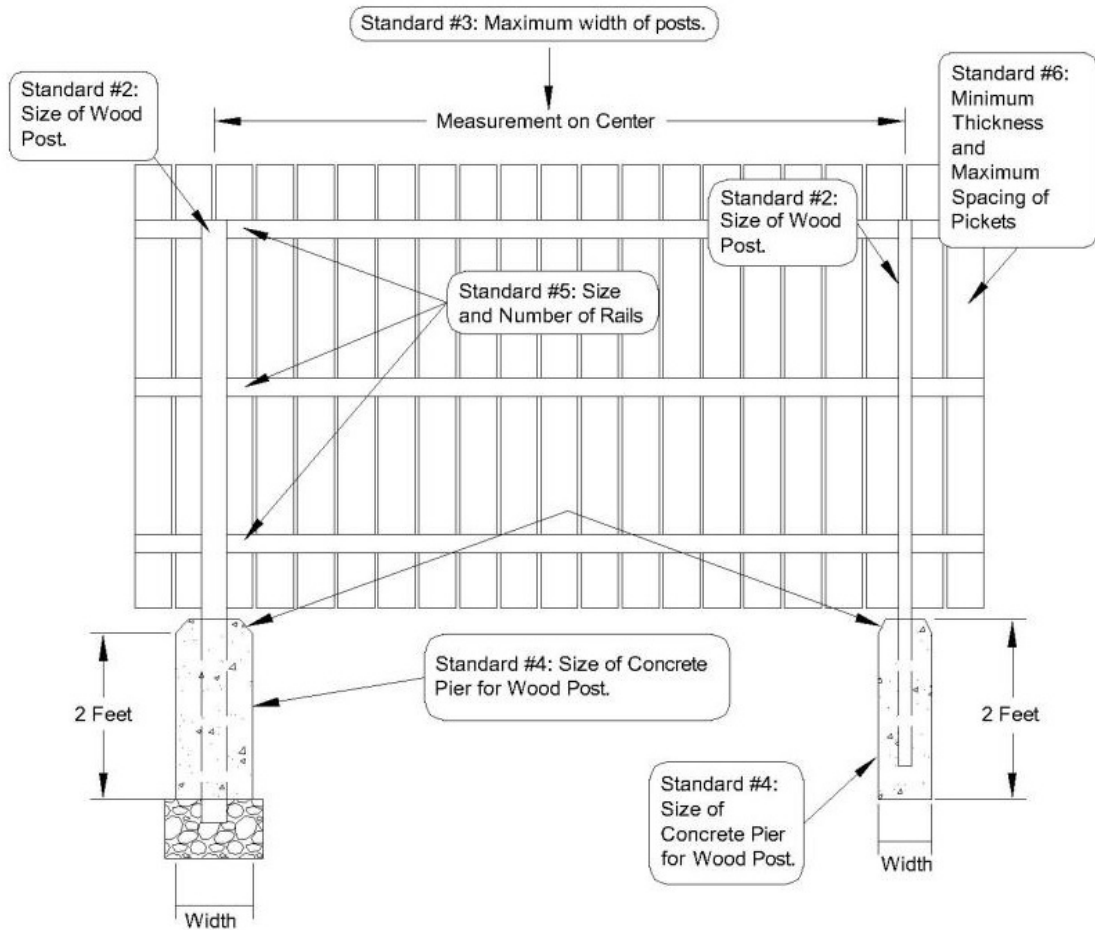
Check Selected



**Cedar Lattice Top**

Check Selected

**Typical Fence Installation Detail**



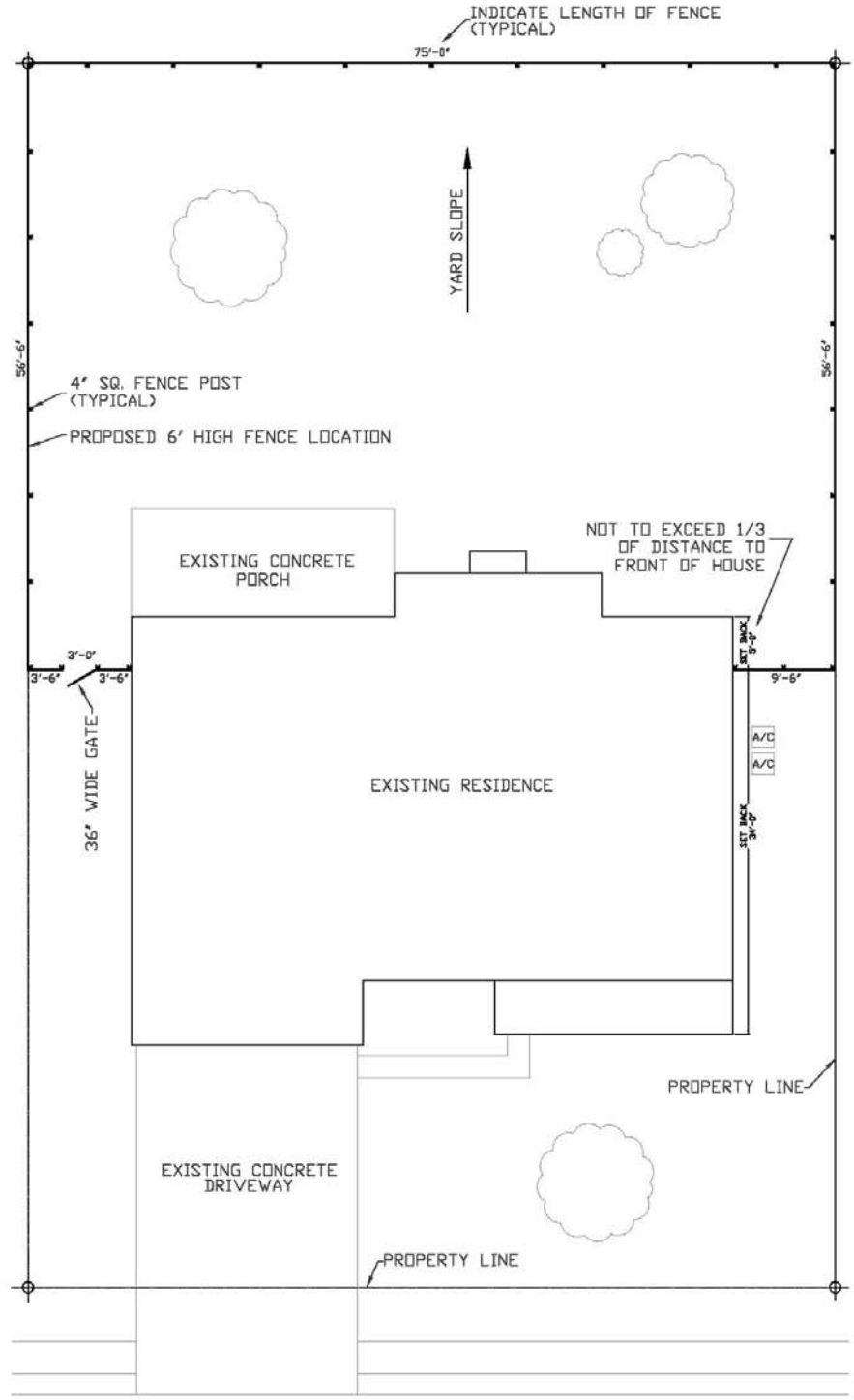
**Standards:**

1. All materials shall be treated wood, or wood of natural resistance to decay. All metal nails, screws or other hardware shall be galvanized or rated for outdoor use.
2. Fence posts shall be 4" x 4" or 6" x 6" wood post.
3. Fence posts shall be spaced a maximum of 8'-0" on center.
4. Posts shall be set in a minimum of 10" diameter concrete pier, extending a minimum of 2'-0" deep.
5. Provide a minimum of Three-(3) 2" x 4" rails.
6. Vertical wooden fence boards or pickets shall be a minimum of 5/8" x 5-1/2" and spaced with no more than 1/4" between boards.

*\*All board sizes indicated are general industry standard nominal sizes*

# Exhibit "B" Example Site Plan

The following is an example of a site plan. Please provide a similar plan indicating the desired location of the fence as well as any gates. Please indicate the fence location in a visible color or highlight new work. Homeowner may mark up a copy of their existing house site plan indicating this information and submit with all other required documents.



SITE PLAN

SCALE: 1/8" = 1'-0"

**REQUEST FOR RECONSIDERATION**

*NOTE: This document should only be used if there is new or supporting data available to support a reversal of an ARC denial. For instance a fence is rejected for style, size, and color. The homeowner then decides to select a compliant fence. The ARC will attempt to make a determination in a timely manner, but sixty (60) days timeframe commences from receipt of the reconsideration, not receipt of the original request.*

Management Company: \_\_\_\_\_ Mgmt Contact: \_\_\_\_\_

Community: \_\_\_\_\_ Lot: \_\_\_\_\_ RFM Received: \_\_\_\_\_

Customer Name: \_\_\_\_\_ Address: \_\_\_\_\_

**BASIS FOR RECONSIDERATION-** *Please describe the reason for this request.*

\_\_\_\_\_  
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**Return to:** Visit <http://millcreekhoa.org/contact> for management company contact info

**ARCHITECTURAL REVIEW COMMITTEE ONLY**

Date Received: \_\_\_\_\_ Date Reviewed: \_\_\_\_\_ Reviewed By: \_\_\_\_\_

- Disapproved- Original Decision Stands
- Approved- Original Decision is Overturned
- Conditional Approval (explanation): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**DON'T FORGET TO ATTACH THE ORIGINAL REQUEST!**

No. \_\_\_\_\_  
ARC Use only