

# Avocet ACC Process and Guidelines

## General Information

The ACC (Architecture Change Committee) will use the process and guidelines provided below, when considering a homeowner's change request. Following all of the guidelines does not guarantee approval; likewise, a change may be approved that does not meet all of the guidelines.

ACC approval does not represent permission by any government body to implement a change. Approval also does not necessarily guarantee compliance with any federal or local ordinances, laws or regulations. Homeowners are responsible for seeking approval, from the HOA or ACC, and where applicable, from an appropriate government body. Where the government body waives a requirement, the ACC will waive that requirement as well.

Gwinnett County Ordinances are a minimum requirement for Avocet residents. The Gwinnett County homepage is located on the internet at <http://www.gwinnettcounty.com>. County Ordinances can easily be referenced using the "A to Z Index" located at <http://www.co.gwinnett.ga.us/cgi-bin/gwincty/egov/ep/gcNavView.do?path=A-Z%2BIndex> (valid as of 2/18/2006).

Please review the process and guidelines below. If you have any questions, you can and should contact the ACC at [architecture@avocet-hoa.org](mailto:architecture@avocet-hoa.org).

## ACC Process

The best time to contact the Architectural Control Committee, about a project for your home, is before/during the planning phase. Our goal is to make the process as user-friendly as possible. By involving the Committee early on, we can assist you in ensuring that your project meets the guidelines specified and that the approval is processed in a timely fashion.

You can contact the committee with questions about your project before you complete the ACC request. You can download the request at the Avocet web site <http://www.avocet-hoa.org/Documents/ACC%20Change%20Request.pdf>. You may also contact Robin Steinkritz at Heritage Property Management at (770)-200-8256 to have a request form sent via mail (post office). Please submit your completed request with the attached documentation in the ACC mailbox at the corner of Avocet Drive and the road to the amenities area and notify us to let us know we need to check that mail drop.

Once we receive the notice to pick up your request, you should receive an acknowledgement via e-mail (or by phone if prefer) within 24-48 hours. If there is additional information required, you will be notified at that time. If it is necessary for ACC members to visit your home, you will be contacted to set up a time for the visit. If there are any changes involving additions, sheds, retaining walls and other permanent structures a brief walk through is required to ensure that your neighbors will not be impacted negatively by your project and that the structure is properly sited.

Once your request has been approved, you will be notified initially via e-mail or by phone. The paper/hard copy signed approval will be returned to you in your mailbox, unless you make other arrangements to pick it up. At least two (2) authorized ACC (Architectural Control Committee) member signatures are required. Please notify the ACC once the work is complete. In some cases, a final walk through may be required. If the project is not completed as defined by the approved ACC Request, approval may be revoked and the homeowner may need to submit a new request for approval of the actual work done.

## Avocet ACC Process and Guidelines

### ACC Guidelines and Documentation Requirements

#### I. Fences – ACC Approval Required

##### Standards

- A. Proposed Fence Location Must Be Marked with Stakes, Tape or Similar Material for Approval Meeting
- B. Height & Location – Please see Exhibit A, Section 1
  - 1. Entire Fence Must Be Within Property Boundaries
  - 2. Consideration Will Be Given to How the Fence May Obstruct a Neighbor's View
- C. Materials & Design Options
  - 1. All Wood – Natural or Stained Wood Color
  - 2. No Chain Link or Woven Wire
  - 3. Good Side Facing Out

##### Documentation Required

- A. Site Plan showing Property Boundaries and Fence Location
- B. Hard Copy Specifications for Fence Materials and Design

##### County Ordinances

[http://www.co.gwinnett.ga.us/departments/planning/pdf/fences\\_&\\_walls.pdf](http://www.co.gwinnett.ga.us/departments/planning/pdf/fences_&_walls.pdf)

#### II. Paint

##### Standards

- A. ACC Approval Required To:
  - 1. Paint Body of House, Regardless of Color
  - 2. Paint Door, Trim and/or Shutters a Different Color
- B. ACC Approval Not Required If Painting Door, Trim and/or Shutters the Existing Color
- C. Your color choices must be approved by the ACC prior to beginning to paint
- D. Brick surfaces may be painted only if specifically approved by the ACC. Contact the ACC for standards as special paint is required.

##### Documentation Required

If ACC Approval Is Required Either:

- 1. Paint samples showing the colors for Body of House, Door, Trim and/or Shutters or
- 2. The Web Site of the Manufacturer If Paint Chips Available On-Line With both Color Names and Codes.

County Ordinances

None

#### III. Mailboxes

##### Standards

- A. ACC Approval Not Required for Natural Wood Post
- B. ACC Approval Required for Brick or Wrought Iron Post
- C. Basic Black Mailbox
- D. Consideration Will Be Given to Basic Standards Set Forth in the United States Postal Service Domestic Mail Manual. Boxes Should Be Installed With the Bottom of the Box at a Vertical Height of Between 3-1/2 to 4 Feet from the Road Surface.

##### Documentation Required

If ACC Approval Is Required Either a Photo or Other Picture of the Mailbox

##### Postal Standards

<http://www.usps.com/cpim/ftp/bulletin/1997/pb21944.pdf>

## Avocet ACC Process and Guidelines

### IV. Screened-In Porches, Additional Rooms and Decks – ACC Approval Required

#### Standards

- A. Design Must Match Existing Style of House
- B. Roofing Material Must Match Roof on House
- C. Siding Must Be the Same Style and Color as House
- D. Decks Must Be Natural Wood or Receive ACC Approval

#### Documentation Required

- A. Porches and Room Additions
  - 1. Building Addition Location Plan Submitted to Gwinnett County (see link below)
  - 2. Elevations
  - 3. County Permit
  - 4. Certificate of Occupancy Once Construction Is Complete
- B. Decks
  - 1. Building Addition Location Plan Submitted to Gwinnett County (see link below)
  - 2. Specifications Showing Style and Color of Deck
  - 3. County Permit
  - 4. Certificate of Completion

#### County Ordinances

- A. Porches and Room Additions
  - 1. Building Addition Location Plan - [http://www.co.gwinnett.ga.us/departments/planning/pdf/building\\_addition\\_location\\_plan\\_for\\_home\\_additions.pdf](http://www.co.gwinnett.ga.us/departments/planning/pdf/building_addition_location_plan_for_home_additions.pdf)
  - 2. Building Addition Permit Requirements [http://www.co.gwinnett.ga.us/departments/planning/pdf/home\\_addition\\_building\\_permit\\_requirements.pdf](http://www.co.gwinnett.ga.us/departments/planning/pdf/home_addition_building_permit_requirements.pdf)
  - 3. Building Permit Application [http://www.co.gwinnett.ga.us/departments/planning/pdf/building\\_permit\\_application\\_form.pdf](http://www.co.gwinnett.ga.us/departments/planning/pdf/building_permit_application_form.pdf)
- B. Decks
  - 1. Deck Addition Location Plan and Permit - [http://www.co.gwinnett.ga.us/departments/planning/pdf/deck\\_additions\\_building\\_permit\\_requirements.pdf](http://www.co.gwinnett.ga.us/departments/planning/pdf/deck_additions_building_permit_requirements.pdf)
  - 2. Deck Construction Information - [http://www.co.gwinnett.ga.us/departments/planning/pdf/decking\\_details.pdf](http://www.co.gwinnett.ga.us/departments/planning/pdf/decking_details.pdf)

### V. Permanent Outdoor Structures – ACC Approval Required. Examples Are:

#### Standards

- A. Playground Equipment – Please See Exhibit A, Section 2.
- B. Sheds/Storage Buildings – Please See Exhibit A, Section 2.
  - 1. Sheds and storage buildings must have siding like that on the house and be painted to match.
- C. Brick or Masonry Retaining Walls/Hardscapes
- D. Basketball Goals/Hoops
  - 1. Must Be Movable
  - 2. Location Must Be At Top of Driveway by the Garage When Not In Use
- E. Concrete Pads/Flagstone Patios

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### Documentation Required

- A. Playground Equipment - Pictures and Site Plan
- B. Sheds/Storage Buildings
  - 1. Under 32 Square Feet and Will Not Contain an Electrical, Mechanical or Plumbing System
    - 1. Site Plan Showing Location of Building Drawn to Scale, Preferably on the Plat Showing Relationship to Property Lines
    - 2. Elevations, Sketches or Pictures Showing Shed Specifications
  - 2. Over 32 Square Feet or Will Contain an Electrical, Mechanical or Plumbing System
    - 1. Accessory Building Location Plan
    - 2. Elevations, Sketches or Pictures Showing Shed Specifications.
    - 3. A "to scale" drawing must be provided showing the proposed shed in relationship to the house and property lines. A copy of your loan survey with the proposed building or structure drawn upon it is recommended.
    - 4. County Permit
    - 5. Certificate of Occupancy
- C. Retaining Walls/Hardscape
  - 1. Walls Four (4) Feet Tall or Less With Backfill Less Than a One (1) Foot Rise in Three (3) Feet Length
    - a. Landscape Plans or Sketches Drawn to Scale.
  - 2. Walls Greater than Four (4) Feet and Less Than or Equal to Six (6) Feet Tall
    - a. Landscape Plans or Sketches Drawn to Scale.
    - b. County Permit
    - c. Certificate of Completion
  - 3. Walls Greater Than Six (6) Feet Tall
    - a. A Design Drawing by a Georgia registered Professional Engineer
    - b. County Permit
    - c. Certificate of Completion
  - 4. Hardscapes
    - a. Landscape Plan or Sketch Drawn to Scale
    - b. Description of Grading Changes and Impact on Neighbors
- D. Basketball Goals/Hoops
  - 1. Picture of Goal
- E. Concrete Pad/Patio
  - 1. Site Plan Showing Location and Size of Pad

### County Ordinances

- A. Playground Equipment
- B. Sheds/Storage Buildings Over 32 Square Feet -  
[http://www.co.gwinnett.ga.us/departments/planning/pdf/accessory\\_buildings\\_building\\_permit\\_requirements.pdf](http://www.co.gwinnett.ga.us/departments/planning/pdf/accessory_buildings_building_permit_requirements.pdf)
- C. Retaining Walls -  
[http://www.co.gwinnett.ga.us/departments/planning/pdf/retaining\\_wall\\_residential\\_building\\_permit\\_requirements.pdf](http://www.co.gwinnett.ga.us/departments/planning/pdf/retaining_wall_residential_building_permit_requirements.pdf)
- D. None
- E. None

## Avocet ACC Process and Guidelines

### VI. Replacement Siding, Doors, Garage Doors, Roofing, Windows & Awning Additions – ACC Approval Required

#### Standards

- A. Replacement Siding - Vinyl Siding is not Permitted. Siding must Match Appearance of Existing Siding.
- B. Replacement Windows - Should match current windows and painted to match current trim.
- C. Replacement Roofing - Must Match in Appearance the Current Roofing Materials. Color can be Changed to Match current Color of Home. Architectural shingles permissible.
- D. Awnings - Must be Solid Color.

#### Documentation Required

Specifications showing the style and color of the addition.

#### County Ordinances

None.

### VII. Landscape – ACC Approval Required To:

- A. Change Grade of Land or Runoff onto Other's Property
- B. Use Substantial Mechanical Assistance
- C. Complete any Major Restructuring to Landscape
- D. Retaining Walls/Hardscape – See V. Permanent Outdoor Structures

#### Documentation Required

Landscape Plans Drawn to Scale with Grading Noted

#### County Ordinances

None

### VIII. Pools and Hot Tubs – ACC Approval Required

#### Standards

Must Be Sited the Same as Sheds/Storage Buildings.

Pools must be fenced, with the pool pump located inside the fenced area. The fence must be six feet tall with no spaces between slats.

#### Documentation Required

- A. Pools
  - 1. Swimming Pool Location Plan
  - 2. County Permit
  - 3. Certificate of Occupancy
  - 4. Site plan showing fence location and design.
- B. Hot Tubs – Picture with Specifications and Site Plan If Two (2) Feet deep or Less  
Otherwise See Pool Requirements

#### County Ordinances

- A. Pools
  - 1. Location Plan - [http://www.co.gwinnett.ga.us/departments/planning/pdf/swimming\\_pool\\_location\\_plan.pdf](http://www.co.gwinnett.ga.us/departments/planning/pdf/swimming_pool_location_plan.pdf)
  - 2. County Permit and Requirements - <http://www.co.gwinnett.ga.us/cgi-bin/gwincity/egov/ep/gcNavView.do?path=Departments%7CPlanning+%26+Development%7CFrequently+Requested+Information%7Cswimming+Pools%2FSpas>
  - 3. Affidavit - [http://www.co.gwinnett.ga.us/departments/planning/pdf/residential\\_swimming\\_pool\\_affidavit\\_form.pdf](http://www.co.gwinnett.ga.us/departments/planning/pdf/residential_swimming_pool_affidavit_form.pdf)
- B. Hot Tubs – None Unless Deeper than Two (2) Feet Then See Pool Ordinances

## Avocet ACC Process and Guidelines

### IX. Flags

#### Standards

- A. ACC Approval Not Required for American Flag, Official Georgia State Flag, or Seasonal Decoration
- B. ACC Approval Required for All Others
- C. Limited to One Flag in Front of House
- D. Must be Reasonable Size

#### Documentation Required

If ACC Approval Required, Picture of Flag

#### County Ordinances

None

### X. Signs

#### Standards

- A. A single "For Sale" Sign is permitted on a Homeowners' Property without ACC Approval.
- B. A Single School Spirit Sign is Permitted with ACC Approval
- C. Garage Sale Signs are permitted at the Entry to Avocet and on Homeowner Property only for the Day Before and the Day(s) of the Sale. They must be Removed at the End of the Last Day.
- D. No "For Rent" signs permitted
- E. If contractors require signs to be placed in your yard for deliveries, contact the ACC.
- F. Must be Reasonable Size

#### Documentation Required

If ACC Approval Required, Text of Sign and Length of Season, with a Date set for Removal.

#### County Ordinances

Gwinnett County Code Prohibits "Signs placed within public rights-of-way, except publicly owned, authorized or maintained signs which serve an official public purpose." This Includes Signs Placed at the Entry to Avocet, Except as Documented Above. <http://www.co.gwinnett.ga.us/departments/planning/pdf/signordinance.pdf>  
Page 11.

### XI. Satellite Dishes

#### Standards

- A. Dishes cannot be placed on the front of the house. Corner lots have two front yard.
- B. Dishes must be placed so they are not readily available from the street.

#### Documentation Required

Proposed location of dish

#### County Ordinances

None

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