



**Royal Lakes Property Owners Association**  
C/O Shaben & Associates, P.O. Box 3189, Suwanee, GA 30024  
[www.royallakespoa.com](http://www.royallakespoa.com)

**Residential Change Application**

If you have any questions concerning this process, please email your questions to: **board@royallakespoa.com**

**Please attach this completed form in an email to [board@royallakespoa.com](mailto:board@royallakespoa.com) or mail it to the address above.**  
We look forward to working with you.

**Property Owner:** \_\_\_\_\_ **Phone #** \_\_\_\_\_

**Street Address:** \_\_\_\_\_ **email address:** \_\_\_\_\_

**Date Submitted:** \_\_\_\_\_ **Description of Addition, change or improvement:** \_\_\_\_\_

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*(Please attach additional sheets and drawings as needed; check your property lines when planning changes)*

**Structural change and/or landscape alteration documentation:**

1. Please include a "concept" drawing showing changes you wish to make. May be an actual engineering drawing (from your contractor) or hand sketches drawn to the best of your ability for projects you plan to complete yourself. Please show current features as reference points (house/walls/pools/drive/trees/property lines.) and the changes as you envision them.
2. **Photos, Brochures, Colors** are required for all building improvements that use different materials from the original construction. This includes: paint chip samples; brochures of brick, stone, stucco, roof shingles, garage doors, doors, windows, awnings, etc.; photos of play equipment or yard ornamentation.
3. **Disclaimer reminder:** The Royal Lakes Property Owners Association and the ASC are not responsible for verifying property lines and assumes no liability for any errors, omissions, or inaccuracies in owners verifying property lines.

**Name of Contractor(s) who will do the work** \_\_\_\_\_

**Dates you plan to: Start work** \_\_\_\_\_ **Finish work** \_\_\_\_\_

**Change application must be submitted for approval 30 days before work is scheduled to begin. Location of requested change must be defined and ready for inspection before work begins.**

**NO WORK IS TO BEGIN UNTIL WRITTEN APPROVAL IS RECEIVED BY APPLICANT. All post approval changes must be resubmitted for re-approval.**

**IMPORTANT NOTE:** Please refer to the "*Declaration of Covenants, Conditions, Restrictions and Easements for Royal Lakes*" and "*Design Standards*" on the Royal Lakes POA website for complete information.  
**No Vendor/Company signs are allowed on your property for advertisement at any time.**

**Initial ASC Review and Approval**

**ASC** \_\_\_\_\_ **Date:** \_\_\_\_\_ **Comments Attached - Y/N**

**ASC** \_\_\_\_\_ **Date:** \_\_\_\_\_ **Comments Attached – Y/N**

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