

## Instructions for Request for Modification

Please read this page carefully before completing the request form

### Information for Architectural Requests

1. Submit your name, address, community name and a telephone number.
2. Complete the ENTIRE form.
3. Include a description of the change, materials to be used, any plans and specifications, including dimensions, associated with the architectural changes. NOTE: Paint chips must be submitted with your request. If you are submitting for an existing change, please send a picture.
4. Fence Requests require picture of the style of fence and a location site plan, including where the fence will be placed on your property, the materials to be used, type and color.
5. Play Equipment requests should include size, type and a location site plan. In Addition, a picture or drawing may also be required.
6. Location site plan should be included with requests. A copy of your land survey is the best thing to work with to show changes.
7. It is recommended that homeowners check with the County Building & Inspections Department to obtain necessary permits and building code information.

After your paperwork is received, it will be submitted to the Architectural Review Committee (ARC) for review. You will then be notified of the committee's decision.

Please call our office at 770/200-8268 with any questions you may have about any architectural or Covenant concerns.

Please submit all requests by email to [vbrinkley@heritageproperty.com](mailto:vbrinkley@heritageproperty.com) or mail to:

Heritage Property Management, Inc.  
500 Sugar Mill Road  
Building B Suite 200  
Atlanta, GA 30350

## Request for Modification

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Date: \_\_\_\_\_

Homeowner's Name: \_\_\_\_\_

Address: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Daytime Phone: \_\_\_\_\_

Estimated Start Date: \_\_\_\_\_ Estimated Completion Date: \_\_\_\_\_

### TYPE OF MODIFICATION REQUESTED

#### MINOR

- Arbor
- Change of House Color
- Play Equipment
- Statuary
- Basketball Goal
- Landscaping
- Satellite Dish
- Other

#### MODERATE

- Deck
- Gazebo
- Screened Porch
- Retaining Wall
- Fence
- Other

#### MAJOR

- Room Addition
- Swimming Pool and spas
- Other

### NOTE: ATTACH ALL INFORMATION REQUIRED

**Description of work:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Permission is hereby granted for members of the Architectural Review Committee and their representatives to enter the property to make reasonable observation and inspections of the modification requested and completed project. **Please submit all requests by email to [vbrinkley@heritageproperty.com](mailto:vbrinkley@heritageproperty.com) or mail to: Heritage Property Management Services, Inc.**  
**500 Sugar Mill Road Building -B Suite 200**  
**Atlanta, GA 30350**

I have discussed this modification with my neighbors who will be directly impacted by the proposed modification.

Homeowner Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Please allow a maximum of 30 days for a modification review.**

\_\_\_\_\_

### **For Committee Use Only**

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

[ ] Approved [ ] Conditional Approved [ ] Denied

Reason for Condition or denial: \_\_\_\_\_

Architectural Committee/ Board Member Signature: \_\_\_\_\_ Date: \_\_\_\_\_