

**REQUEST FOR MODIFICATION**

Management Company: **Heritage Property Management Services Inc**

Mgmt Contact: **Doris Kissell**

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

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

Phone #: \_\_\_\_\_ Email: \_\_\_\_\_

**IMPORTANT: The Architectural Review Committee (ARC) has sixty (60) calendar days to complete review of this request and render a decision. 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. All requested information must be submitted with this form or the request may be delayed. The ARC reserves the right to request additional time to complete a review.**

**TYPE OF MODIFICATION(S)**

**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. Slope:       No       Yes, it is on the side       Yes, it is on the back of yard  
a. Does the slope go...  Up       Down

**RECREATION EQUIPMENT:** *Must include type, placement on lot survey with yellow highlighting, location, image (photo or drawing), and description.*

**LANDSCAPING:** *Must include type, placement on lot survey with yellow highlighting, location, image (photo or drawing), and description.*

**SCREENING:** *Must include type, location, image (photo or drawing), and description.*

**STRUCTURE ADDITION/MODIFICATION:** *Must include type, placement on lot survey with yellow highlighting, location, image (photo or drawing), and description.*

**OTHER:** *Must include type, location, image (photo or drawing), and description.*

**SUPPORTING INFORMATION(S): Attach additional info if necessary**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**PLEASE RETURN YOUR COMPLETED FORM TO Heritage Property fax 770-451-3919 Email: [doris@heritageproperty.com](mailto:doris@heritageproperty.com)**

**ARCHITECTURAL REVIEW COMMITTEE ONLY**

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

Disapproved     Approved     Conditional Approval (explanation): \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

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

**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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**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