

Instructions for completing the ARC Modification Request Form

The Echo Mill Homeowners' Association ARC requests that all required documentation be submitted at the time of the modification request.

1. Please PRINT legibly in BLACK or BLUE ink.
2. Give the complete homeowner name and address of the home for which the modifications are being requested. Please make note if the owner's mailing address is different from the home address where the modifications are being requested.
3. Complete the entire application, sign and date the form.
4. For all modifications include a drawing, product brochure, color samples, or pictures as applicable. Also include a written description of the planned addition.
5. For major modifications, please enclose the additional information with your request:
 - A site plan, to scale, showing exact location of modification being requested in relation to the property lines. A State of Georgia registered survey plat clearly showing property lines, existing improvements, and proposed modification(s). Please show exact location of modification(s) being requested in relation to your property lines. Existing fences, decks, walkways, driveways, etc. should also be indicated.
 - A brief description of the modification, drawings, exterior elevations, floor plan, detail of materials to be used, pictures, catalog pages, brochures, or color samples must be included.
6. It is recommended that homeowners check with the County Building & Inspections Department to obtain necessary permits and building code information.
7. Place ARC change/addition form and all documentation either: (1) in the ARC Lock Box on the porch of the front clubhouse, (2) mail to Heritage Property Management Services, ATTN: Debbie Pelfrey, 500 Sugar Mill Road, Building B, Suite 200, Atlanta, Georgia 30350, or (3) scan all documents and email them to dpelfrey@heritageproperty.com.