



INSTRUCTIONS

1. Submit a separate ARC Modification Form for each modification request.
2. Include drawings, sketches, product brochure, color samples, or pictures, as applicable.
3. For major modifications provide the following additional information:
 - a. A site plan, to scale that shows the exact location of modification being requested in relation to the property lines. Site plan should also include any existing fences, decks, walkways, driveways, exterior elevations, floor plan, and detail of materials.
 - b. A registered survey plat clearly showing property lines, existing improvements, and proposed modification(s).
4. Submit the completed form and any additional documents/files by one of the following delivery methods:
 - a. Upload the completed form and additional documents/files directly to Heritage's Edge system by clicking the following link [Heritage Edge](#). Login credentials will be needed. Select "Architectural Control" and "Submit Your Scanned Form." This will send your request directly to Echo Mill ARC team.

Login credentials will be needed. If you do not have your login credentials please contact the Heritage Client Services Department at (770) 200-8263 or email ClientSvc@heritageproperty.com.
 - b. Email the completed form and additional documents/files to arc@heritageproperty.com and cc arc@echomill.org

IMPORTANT: ARC has 30 days from the date of receipt of the modification request and all requested or required information to complete its review. Delays in submitting requested or required information will delay the review process.

For your protection, ARC recommends you inquire with the applicable City, County, and/or any other government agency regarding required permits before starting any work on your property.

Also by law, homeowners must Georgia 811 by dialing 811 or 1-800-282-7411 at least 48 hours before beginning any mechanized digging on your property. If you are unsure as to whether you should notify Georgia 811 before you break ground, it's always best to call.



Echo Mill Neighborhood Association, Inc. ARC Modification Request Form

HOMEOWNER NAME: _____

ADDRESS: _____

PHONE NUMBER: _____

EMAIL ADDRESS: _____

ANTICIPATED PROJECT START DATE: _____

By submitting this ARC modification request the homeowner acknowledges: (1) I/we have read the Echo Mill Neighborhood Association, Inc.'s Covenants and Architectural Design Standards (the "Association Standards") as it relates to this modification request and will ensure that this exterior modification is fully compliant with these and any other relevant Association standards, (2) understands that compliance with the Association's Standards and the approval of this modification request does not constitute compliance with any City, County, and/or any other applicable government agency codes or regulations or that the structure complies with sound building practices or design and (3) understands that ARC has 30 days to complete its review of this request once all requested or required documents have been received.

HOMEOWNER SIGNATURE: _____ DATE: _____

MODIFICATION REQUESTED (Check One Type Only):

Select One	Modification Type	Information Required to be Submitted with this Form
	BASKETBALL GOAL INSTALLATION	Product information and location on home where to be installed
	DECK, DECK STAIRS or DECK STAINING	Drawings or photos of proposed deck/deck stairs showing elevations with dimensions and materials to be used. Provide deck stain(s) color with brand, color name and color number below.
	DOORS – ENTRY, GARAGE OR STORM	Indicate type below. Drawings, photo and/or product brochure with exact dimensions and materials. Proposed paint color(s) with brand, color name and color number.
	DRIVEWAY OR DRIVEWAY EXTENSIONS/EXPANSIONS	Sketch of the area where the expansion is planned noting any grading or landscaping changes, materials to be used and planned use.
	FENCING AND WALLS	Sketch, drawings, photos and/or product brochure with exact dimensions and materials. Landscape plantings, type and location for visual screening as needed. Proposed stain color(s) with brand, color name, and color number below.
	GAS LAMP CONVERSION	Photo or product brochure of the conversion kit to be used. Please see other installation requirements in the design guidelines.
	LANDSCAPING	Provide drawing or near scale sketch which includes plant types, location and other materials to be used.
	LIGHTING (EXTERIOR)	Sketch, photos and/or product brochure of proposed lighting fixture(s) with dimensions, materials, lighting type, wattage and bulb colors. Drawing(s) of the proposed lighting placement on property.

	PAINTING (EXTERIOR)	Provide paint color(s) with brand, color name and color number below.
	PLAY EQUIPMENT	Type, sketch and/or manufacturer product booklet and location where to be installed.
	POOLS, HOT TUBS or SPAS	Drawings, photos and/or product brochure and location where to be installed. Proposed plantings, types of plants and location for visual screening
	ROOF or ROOF RE-SHINGLING	Photo, sample or product brochure of roof covering or feature with dimensions, materials and colors. Physical sample of roofing style and color.
	SHED	Sketch, drawings, photos and/or product brochure with exact dimensions and materials. Proposed paint color(s) with brand, name, and number below. Landscape plantings, type and location for visual screening as needed.
	SIDING AND EXTERIOR FINISHES	Drawings of proposed changes, elevations, materials, photos or samples of materials to be used. Proposed paint color(s) with brand, color name and color number below.
	TREE REMOVAL	Provide reason for removal. Location of tree(s) to removed and name, type and location of new tree to be planted, if necessary.
	WINDOW(S) REPLACEMENT	Sketch, drawings, photos and/or product brochure with exact dimensions and materials. Proposed paint color(s) with brand, name, and number below.
	OTHER	Include detailed description and plans

Exterior Painting and Staining Color Selections:

Siding color:		Trim Color:	
Door (Entry and Garage) color:		Shutter Color:	
Deck Stain:		Fence Stain:	

Location where color sample is painted: _____

Further description of modification and/or additional information: