

Apalachee Heritage Homeowners Association ARC Request Form

Please submit your request to:

**Apalachee Heritage HOA
c/o Community Management Associates
1465 Northside Drive Suite 128,
Atlanta, GA 30318**

or email to <http://www.cmacommunities.com/helprequest/>

(or you may use the online submittal process on www.atlantacommunityservices.com by logging onto your account, selecting "Modification Request" -> "New ACC Request" -> fill out the ACC form, attach any supporting documents & click submit)

→ **PLEASE KEEP A COPY OF THIS FORM IN YOUR FILE FOR FUTURE USE**

Homeowner's Name: _____

Homeowner's Address: _____

Homeowner's Phone Numbers: _____

Homeowner's E-Mail Address: _____

Signature: _____ Date of Submission: _____

Type of Modification:

- Landscaping** (*Landscape Beds and/or Borders, Tree Planting or Removal, Shrub Planting or removal, Walls and Terraces, Exterior Lighting*)
- Architectural** (*Painting, Front Door Replacements*)
- Structural Improvements** (*Storage Buildings, Fences, Patio Enclosures, Decks, Driveway Extensions*)
- Play Equipment** (*Swing Sets, In-Ground Pools, Trampolines*)
- Other**

General Description of Project / Request (*include all associated items and locations*)

Proposed Start Date: _____

Proposed Completion Date: _____

Supporting Documentation Attached

- Lot Plan Showing Locations of Modifications / Improvements**
- Catalogue Cut-Sheets, Samples, and/or Pictures of Materials Planned for Use**

Describe the Project in as Much Detail as Possible

PLEASE NOTE THE FOLLOWING:

- *The ARC or Board of Directors may request further information as required to ensure that the request is acceptable based upon the restrictions, regulations, and guidelines established by the covenants and architectural standards for this community.*
- *The ARC has 30 days to respond to this request. DO NOT BEGIN WORK ON ANY PROJECT UNTIL PRIOR WRITTEN APPROVAL HAS BEEN RECEIVED.*
- *Approval is good for 1 year. However, projects must be completed within 30 days ofwhen work commences including delivery of materials and final cleanup. Any projects requiring more than 30 days to complete must specify so and request a time extension.*

To Be Completed By the ARC / Board of Directors

Received: _____

Reviewed: _____

Disposition:

Approved

Approved with

Conditions: _____

Please Provide the following Additional Information: _____

Remarks: _____

**Not
Approved**