



INSTRUCTIONS FOR ACC MODIFICATION REQUEST FORM

The West Hampton Architectural Control Committee (ACC) requests that all supporting documentation be submitted with the Modification Request form, or be made available to the ACC prior to any decision. All landscape and construction related requests should include a copy of the official plat diagram of your lot or an overview image (i.e. Google Earth). This plat should depict all easement and buffer areas, and preferably, the location of the house. All changes noted on your request should be illustrated on the diagram. A plat diagram is not required for non-structural changes (ex. switching out light fixtures, doors, painting the house, etc.), though the ACC will require a picture or sample of the proposed changes.

For painting requests, physical paint samples or electronic images of the colors are both acceptable. Note: a form is still required when repainting with the same color/s.

Any supporting documentation you have (pictures, drawings, contractor info, etc.) is helpful and should be submitted to the ACC in order to expedite your request.

General Instructions:

1. Complete the entire Modification Request Form. Please print legibly in black or blue ink.
2. Attach supporting documentation, samples, photos, etc.
3. Mail or e-mail your request to the property manager for West Hampton:
 - Mail to: West Hampton Architectural Control Committee
c/o Heritage Property Management Services
ATTN: Robin Steinkritz
500 Sugar Mill Rd, Bldg B, Suite 200
Atlanta, GA 30350
 - E-mail: arc@heritageproperty.com
 - Fax: 770-451-3919
4. You will receive confirmation when the form is received by Heritage and forwarded to the ACC.

If you have any questions regarding the modification process, feel free to contact Heritage at (770) 200-8217 or an ACC member.

Tips/Suggestions:

- ✓ Above all things, please **DO NOT start work until approval is given**. Violation of this policy is subject to abatement or lien.
- ✓ It is your responsibility to check with the Cobb County Department of Planning & Development to obtain the necessary permits, variances, and building code information.
- ✓ In keeping with the spirit of community, inform immediate neighbors of any architectural / landscaping work to be done.
- ✓ Verify property lines prior to commencing any work boarding property lines.
- ✓ Generally, most decisions are made within 10 working days of the original request. Complex or unclear requests, where additional clarification or communication is necessary, may delay the decision process.



Architectural Control Committee Modification Review Form

Name: _____ Phone: _____ Date: _____

Address: _____ E-mail: _____

Response date requested to avoid project schedule disruption: _____

ACC REQUIRES 5 DAYS NOTICE FOR ALL REQUESTS – PLEASE PLAN ACCORDINGLY

Modification Type

Please provide a separate form for each project type.

- **Fencing** – specify materials, style and location on plat diagram
- **Paint** – specify location, manuf. color name and number, and provide chip samples or images
- **Pool / Spa** – provide 2 sets of plans
- **Structure Addition / Modification** - provide 2 sets of plans
- **Landscaping** – Provide detailed plans with species info.
- **Roofing** – Manuf. type and color
- **Recreational equipment** – Describe type, location and provide plans or images
- **Tree Removal** – Sketch, include tree species (Maple, Pine, Oak etc.), disease report
- **Other** – Provide description, images and other supporting documentation

Modification Description: (attach additional information as requested above)

RETURN FORM

TO: Via mail or email

Robin Steinkritz
C/O Heritage Property Management Services
500 Sugar Mill Rd, Building B, Suite 200
Atlanta, GA 30350
Email: arc@heritageproperty.com
FAX: 770-451-3919

MOST DECISIONS WILL BE MADE IN 10 DAYS OR LESS, THOUGH PLEASE ALLOW UP TO 30 DAYS FOR LARGE OR COMPLEX PROJECTS. SUBMISSION OF INCOMPLETE INFORMATION WILL RESULT IN DELAY.

ARCHITECTURAL CONTROL COMMITTEE ACTION:

Date Received: _____ By: _____ Method of Delivery: _____
ACC Reviewer: _____ Date: _____ Status: _____
ACC Reviewer: _____ Date: _____ Status: _____
Date of Response: _____ By: _____ Method of Response: _____

- APPROVED CONDITIONAL APPROVAL DISAPPROVAL