

**HIGHLANDS AT PARK BRIDGE**  
**APPLICATION FOR ARCHITECTURAL REVIEW**  
*v. 2023*

Name \_\_\_\_\_ Date Submitted \_\_\_\_\_

Address \_\_\_\_\_ Phone \_\_\_\_\_

**MODIFICATION REQUESTED:**

- ( ) A. Fences: Specify materials, height, style and sketch to scale on copy of property layout, site plan or survey and use photos or drawings.
- ( ) B. Landscaping: Statuary, fountains, decorative structures, etc. to be depicted with photo, drawings and location indicated on property layout, site plan or survey.
- ( ) C. Pools and Spas: Provide plans and specifications. Also include all fencing, decking and railing modifications.
- ( ) D. Recreational Equipment: Kind and proposed location on property layout, site plan or survey.
- ( ) E. Repainting: Provide swatch with paint manufacturer, color and number; include for siding, bricks, trim, shutters, doors, etc.
- ( ) F. Roof: Specify manufacturer, type and color.
- ( ) G. Screening and Lattice: Specify material, style, color, location and elevation.
- ( ) H. Structure Addition or Modification: Provide plans and specifications .
- ( ) I. Tree Removal: Sketch the tree location on a copy of the property layout, site plan or survey.
- ( ) J. Other: Submit appropriate information and detailed description.

Please describe the type of work to be done (Please include survey, plans and specifications, drawings, color boards/samples and or pictures that might better explain the changes planned to your property):

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What other issues are affected by this change? (For example, with major landscaping changes, drainage might be affected. Has that been evaluated?):

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Do you have a copy of the HOA Covenants and Standards and Have you read the applicable sections regarding this request?  YES  NO

Have you discussed this alteration with your affected neighbors? (side, front, behind)  YES  NO

Projected start date: \_\_\_\_\_ Projected completion date: \_\_\_\_\_

THE ARC ATTEMPTS TO MEET THE SECOND MONDAY OF EVERY MONTH. REQUESTS RECEIVED BY THE ARC WILL BE REVIEWED AT THE NEXT SCHEDULED MONTHLY MEETING. WHILE THE COVENANTS ALLOW FOR A 60 DAY REVIEW/APPROVAL PERIOD, THE ARC WILL ATTEMPT TO RESPOND TO ALL REQUESTS IN WRITING WITHIN FOURTEEN (14) DAYS OF THE APPLICABLE MEETING DATE WHERE THE REQUEST IS REVIEWED (approximately a 45 day maximum turnaround).

For your protection, inquire with the proper authority, either city or county, regarding permit requirements before starting any work on your property involving new construction, additions, alterations, or any modification to structural, electrical, heating, water, gas or sanitary plumbing systems.

Plans and specifications are not approved for engineering or structural design or quality of materials and by approving such plans and specifications neither the ARC, the members thereof, nor the Association assumes liability or responsibility therefore, nor for any defect in any structure constructed from such plans and specifications. Neither declarant, the Association, the ARC, the Board, nor the Officers, Directors, members, employees, and agents of any of them shall be liable in damages to anyone submitting plans and specifications to any of them for approval, or to any owner of property affected by these restrictions by reason of mistake in judgment, negligence, or nonfeasance arising out of or in connection with the approval or disapproval or failure to approve or disapprove any such plans or specifications. Every person who submits plans or specifications and every owner agrees that such person or owner will not bring any action or suit against declarant, the Association, the ARC, the Board, or the Officers, Directors, members, employees, and agents of any of them to recover any damages and hereby releases, remises, quitclaims, and covenants not so sue for all claims, demands, and causes of action arising out of or in connection with any judgment, negligence, or nonfeasance and hereby waives the provisions of any law which provides that a general release does not extend to claims, demands, and causes of action not known at the time the release is given.

Date: \_\_\_\_\_

Signature: \_\_\_\_\_

Please mail or email Application to:

Homeowner Management Services  
1260 Old Alpharetta Rd  
Alpharetta, GA 30005  
Attn: Julie Kiep  
[julie.a.kiep@hms-inc.net](mailto:julie.a.kiep@hms-inc.net)

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**To Be Completed by Highlands ARC Committee and HMS**

Date Request Received: \_\_\_\_\_

Date of HMS Meeting Review: \_\_\_\_\_

Assigned To: \_\_\_\_\_

Date Returned From Assignee: \_\_\_\_\_

Date Response Sent To Requestor: \_\_\_\_\_

Committee Action:

Comments:

\_\_\_\_\_ Approved As Submitted

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\_\_\_\_\_ Conditionally Approved

\_\_\_\_\_

\_\_\_\_\_ Disapproved

\_\_\_\_\_

\_\_\_\_\_ Deferred

\_\_\_\_\_

\_\_\_\_\_ Withdrawn

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