

Brookfield Chase Architectural Review Board

(This is the only document that will be used to assess an ARB request. If other documentation needs to be provided, please include references in "Project Details" section below).

REQUEST FOR CHANGE

Name(s): _____

Date: _____

Address: _____

Home Phone: _____

Lot # _____

Work Phone: _____

Description of Proposed Change(s):

A. **Fence:** (include copy of plat with layout of fence)

Type: _____ Height: _____ Style: _____ Corner Lot? ___ Yes ___ No

If proposed fence connects to or is adjacent to existing fence, include type and height of existing fence:

B. **Detached Structure:** (include picture or sketch with location and materials)

C **Deck or Patio** (include copy of plat with picture or sketch and materials)

D **Structure Addition:** (include set of plans, must attach existing home exterior)

E. **Paint/Siding/Brick/Roof:**(include samples if different than existing color or material and identify areas to be painted in Project Details section below.)

F **Landscape Addition:** (include copy of plat with plans and description of materials)

G. **Other:** Spas_Recreation_Tree Removal_Change as described below:

Project Details *(Please include pictures of proposed changes)*

Contractor Name: _____ Contractor Phone: _____

Proposed Start Date: _____ Proposed Completion Date: _____

Architectural Review Board Action:

Date Received: _____ Review Date (within 30 days of receipt): _____

___ Approved ___ Approved with Conditions* ___ Denied* (*Requires explanation)

Notes/Explanation: _____

Notification Sent _____ Date: _____

(agent signature)
(signature)

NOTE: Allow a minimum of thirty (30) days approval notification after submission to the ARB.

TO SUBMIT Online: Please log into your Vantaca Homeowner portal and click on the “ARC Request” from the left side menu. Once on the page, you can upload this form along with all the required supporting documentation for your project request. If you do not have an account, yet, please go to www.heritageproperty.com, click on “Log In” and then choose the vantaca website. Click the Signup button on the log-in screen to sign up for an account

**BROOKFIELD CHASE HOA, Inc.
Architectural Review Board
500 Sugar Mill Rd. Ste 200B
Atlanta, GA 30350**

IMPORTANT NOTICE: For your protection, inquire with the city and/or county about permit requirements before starting any work on your property involving new construction, alterations, modifications or additions. Please note that approval of any structure by the ARB is in no way a certification that the structure has been built in accordance with any governmental regulations or that the structure complies with sound building practice or design.

Neither declarant, the association, the ARB, 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 the declaration 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; nor shall any or them assume liability or responsibility for any defect in any structure constructed from any such plans and specifications.

Brookfield Chase homeowner acknowledges that he/she has read the notice above:

Homeowner's Signature _____ Date: _____