



Owner Application for Architectural Review and Approval

When Planning exterior changes? First consult the Design Guidelines and Community-Wide Standards (G&S/G&S-A), to determine if an application is required. If approval is necessary, homeowners must submit an owner application to the property management company. Once the application is considered complete, it will be sent to the Architectural Review Committee (ARC). They have 30 days to review and decide. **No work on proposed change can begin until your application is approved.** [Large-scale projects may require a separate application for each component.]

What **A complete application contains the following:**

1. Name, address, phone number, and email
2. Description of proposed change; add the permit status (if required) and whether the project will require a dumpster, portable toilet or storage pod
3. Signature of owner, date, and acknowledgments initialed
4. Additional supporting documents **must be attached if project requires** (check G&S/G&S-A):
 - * Site/Elevation plan (2 copies if plan is larger than 11x17)
 - * Property survey
 - * Description of construction materials
 - * Roof shingle color, brand, type, style, specs
 - * List of plant materials including names and cultivar
 - * Photo/image of proposed elements
 - * Written permission from neighboring owner(s) when joining fences
 - * Paint color (brand, name, number) OR stain color (brand, name, number)
 - * For paint apps: apply sample in discreet location on siding over a horizontal length of 3 feet with trim color painted next to it

How **Send complete application with supporting documents to:**
Ally Gurrera, East Park Community Association Administrator
Homeowner Management Services, Inc.

Mail:
P.O. Box 2458
Alpharetta, GA 30023

FAX:
770-667-6315

Email:
Ally.Gurrera@HMS-inc.net

Questions

Email or call:
Ally Gurrera, East Park Community Association
Administrator Ally.Gurrera@HMS-inc.net , 770-609-1638
Rick Braund, ARC Chairman
rbraund27@gmail.com



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Name _____ Phone _____

Address _____ Email _____

Mailing Address (if different) _____

Please describe your proposed change:

Attach additional pages if necessary

In accordance with Article IX of the Declaration of Covenants, Conditions and Restrictions for East Park and the Design Guidelines and Community-Wide Standards (G&S/G&S-A), application is hereby made for the above described change to the exterior appearance of my property.

Signature of Owner _____ Date _____

Decision by Reviewers

_____ Date _____

1. _____ 2. _____ 3. _____

Commence by _____ Complete within _____

Stipulations:

I (Owner) agree with above stipulations (initial) _____ Date _____

Owners Acknowledgement:

By initialing , I understand and agree to the following:

_____ 1. No work on the proposed change will begin until I have received approval of the ARC. If work begins prior to approval, I may receive a fine and/or a "Cease and Desist" order, and I may be required to return my property to its former condition at my own expense.

_____ 2. It is my responsibility to comply with all applicable Georgia Law, Cobb County, or City of Marietta Ordinances and to obtain necessary building permits.

_____ 3. I will inform my contractors of the G&S/G&S-A and ensure that they comply with all applicable guidelines and standards.

_____ 4. I understand any variation from the original application must be resubmitted for approval.

_____ 5. My project must commence within 120 days of approval; if not, the application will be deemed withdrawn.

_____ 6. If my project is not completed as approved within the specified time, approval will be deemed withdrawn, and incomplete work will be deemed in violation of the Declaration and subject to fines.

_____ 7. I will cooperate in granting ARC members access to my property for the application review, periodic inspections (if needed), and when work is complete (to receive final approval).