

**BARRINGTON TRACE HOMEOWNERS ASSOCIATION  
REQUEST FOR ARCHITECTURAL CHANGE/ADDITION**

**WORK MAY NOT BEGIN UNTIL PROPER APPROVAL IS GIVEN IN WRITING**

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

Owner Name(s): \_\_\_\_\_

Address: \_\_\_\_\_

Home Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Description and EXACT LOCATION of Improvement proposed: (please include architectural drawings, sketches, pictures, contractor's specifications, site plans, list materials, etc. if applicable):

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Proposed Start Date: \_\_\_\_\_

Proposed Completion Date: \_\_\_\_\_

**Note:** Remember to allow the appropriate time for approval.

**Return Form To:** Barrington Trace Homeowners Association, Inc.  
c/o Heritage Property Management Services, Inc.  
500 Sugar Mill Road  
Building B, Suite 200  
Atlanta, Georgia 30350-2887

Phone: 770-200-8217

Email: [arc@heritageproperty.com](mailto:arc@heritageproperty.com)

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**ARCHITECTURAL CONTROL COMMITTEE ACTION**

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

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

Approved

Conditional Approval\*

Denied\*

\*Require Explanation \_\_\_\_\_

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Approved By: \_\_\_\_\_