

**ADDENDUM A – APPLICATION FOR MODIFICATION  
Hillbrooke Homeowners Association "A Design Standard Community"**

Date _____
Name _____
Address _____
Phone _____
Email _____

*Please refer to your copy of the Hillbrooke Covenants and Design Standards before completing*

\_\_\_\_\_ **A. Fences (Refer to Standard #9)** Please include all of the following supporting documentation: 1- A survey showing property lines. 2- A photo of the fence style that you wish to install. 3- A drawing showing where the fence will be built in relation to the house. This should include height of fence, length and gate placement, as well as identification of fencing materials to be used. 4- A plan to stain or paint the fence including manufacturer name, color number and color swatch.

\_\_\_\_\_ **B. Landscaping (Refer to Standard #5)** Please include photos and or drawings of the landscape area. Please provide plant/ bush type if you are installing new materials. If you are placing statuary, fountains or other decorative items in existing landscape beds photos must accompany each landscape item showing placement

\_\_\_\_\_ **C. Pools and Spas (Refer to Standard #7)** Please provide all of the following supporting documentation: 1- A photo of manufacturer style and number of pool/spa. 2- A detailed drawing (artist rendering) showing placement of pool/spa in relation to the house. 3- Detailed landscaping plan showing plant matter and placement. 4- Survey of lot showing property lines. If you are installing fencing a separate fence application must be submitted. 5- If you are installing decking please provide an artist rendering and be sure to include the dimensions of deck, material type and stain color, and number. 6- If you are installing railing you must provide a photo of the railing, and include a detailed drawing with the dimensions.

\_\_\_\_\_ **D. Recreational Equipment (Refer to Standard #6)** Please include all of the following supporting documentation: 1- A photo of the equipment. 2- Provide specific manufacturer name, number and type of the equipment. 3- A drawing or photo showing where the equipment will be placed in relation to the home.

\_\_\_\_\_ **E. Repainting (Refer to Standard #1)** Please include paint manufacturer, type and color along with color paint samples marked with where the color will be placed. (Ex: body, trim, shutters, front door, siding, garage doors, gutters, etc.).

\_\_\_\_\_ **F. Roof (Refer to Standard #1)** Please include the manufacturer type and color of the roofing material. Please supply a photo of the shingle color you wish to use. (Please do not remit actual roofing shingles. Email color scans of shingle or links to manufacturer's website will suffice).

\_\_\_\_\_ **G. Screening and Lattice (Specify material, style, color, location, and elevation):**  
Please include material, style, color, location & elevation along with a drawing of where this will be placed in relation to the home.

\_\_\_\_\_ **H. Structure Addition or Removal (Refer to Standard #1)** Please include the following supporting documentation: 1- Survey showing property lines. 2- Detailed drawing/plans showing the dimensions and final look of the project. 3- City/County building permits 4- Detailed information on material used, paint manufacturer, color number and paint chip samples 5- Information on roofing shingles manufacturer, number and sample. (Please do not remit actual roofing shingles. Email color scans of shingle or links to manufacturer's website will suffice).

\_\_\_\_\_ **I. Tree Removal (Refer to Standard #5)** Please include either a photo or sketch showing where the trees are currently located. If you are planning to replace the trees please note on the application the type of tree/plant matter that will be replacing the removed trees and the timeframe of the new installation.

\_\_\_\_\_ **J. Other** \_\_\_\_\_ Please contact the Architectural Process at extension 155 to discuss supporting documentation to be submitted.

**Please allow a maximum of 30 days for a modification review. If modification is started prior to approval, fines will be assessed.**

Homeowner's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

\*This request must be signed or it will not be processed.

Please send to:  
Homeside Properties  
2555 Westside Parkway Ste 600  
Alpharetta, GA 30004  
678-297-9566 Office  
678-297-9491 Fax  
Email:  
acc@homesideproperties.com

**To be completed by ACC:**

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

Action: \_\_\_\_\_

( ) Approved ( ) Conditionally Approved ( ) Disapproved

Date Homeowner Notified: \_\_\_\_\_ Signed: \_\_\_\_\_

Approval Valid Until: \_\_\_\_\_