

**ARCHITECTURAL CONTROL COMMITTEE APPLICATION**  
**Homeowner Improvements Application**

An approval by the Architectural Control Committee (ACC) of any fence, shed, barn or other exterior structure or home modification is required before work can begin. This form is the application for approval. After completion, it should be forwarded to Around the Clock, Inc. CRMC®, 716 W. Meeker St., Ste #101., Kent, WA 98032. Please attach a lot diagram showing the location of the improvement and a drawing showing any details that should be considered by the committee.

Community Name: \_\_\_\_\_ Div# \_\_\_\_\_ Lot #: \_\_\_\_\_

Owner: \_\_\_\_\_

Address \_\_\_\_\_

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

Project Description: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Square Footage of building (or lineal feet of fence): \_\_\_\_\_

Siding Materials: \_\_\_\_\_

Exterior Colors:

Primary: \_\_\_\_\_

Trim: \_\_\_\_\_

Accent: \_\_\_\_\_

The above information is complete and accurate to the best of my knowledge.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_

Applicant's

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

\_\_\_\_\_

ACC RECOMMENDATION: \_\_\_\_\_

(CIRCLE ONE)    APPROVED                      DENIED

ACC MEMBERS SIGNATURE: \_\_\_\_\_

ACC MEMBERS SIGNATURE: \_\_\_\_\_

## **INSTRUCTIONS**

**In addition to the application, you will need to submit an original and two copies of the following attachments:**

1. Full details of purpose and/or reason for improvement.
2. Site plan with scale drawings of exact dimensions of improvement showing location on property. Note distance from property lines. Show relationship of improvement to neighboring homes and/or open spaces.
3. Drawings and/or illustrations showing the design of proposed improvement – state architectural style of existing home.
4. Materials/Color:
  - a. List type of wood or other materials to be used.
  - b. Color: note whether color is the same as existing siding or trim on house or attach color chip for other color/stains.
5. Grading plan if changes in grade or other conditions adversely affecting drainage are anticipated (generally, approval will be denied if adjoining properties are adversely affected by changes in drainage).
6. Landscape plan if application is for landscaping or relevant to project.
7. Signed written agreement of affected lot owner if improvement falls on property line.

### **ACKNOWLEDGEMENT OF APPLICANT**

1. I understand that construction of certain major projects require that I obtain a City or County building permit. Approval of a project by the ACC does not affect or alter that requirement.
2. I understand that no construction activity shall take place prior to the approval of the ACC. The ACC will take a minimum of eight (8) days and a maximum of thirty (30) days to approve the project. If alterations are made prior to approval I may be required to return the property to its former condition at my own expense if this application is not approved wholly or in part, and that I may be required to pay all legal expenses incurred if legal action becomes necessary.
3. I understand that members of the Architectural Control Committee are permitted to enter on my property to make reasonable inspection of proposed construction locations.
4. It is understood that I am aware of the Covenants, Conditions and restrictions and Architectural Controls with regard to the review process.
5. The alteration authority granted by this application will be revoked automatically if the alteration requested has not commenced within six months of the approval date of the application and/or has not been substantially completed within six (6) months of commencement of the project.
6. I understand that any approval is contingent upon construction or alterations being completed in a workman-like manner as per plans submitted.
7. I understand that if I disagree with the ACC ruling, an appeals procedure is provided directly through the Board of Directors.

DATE: \_\_\_\_\_ SIGNATURE OF APPLICANT: \_\_\_\_\_