

**ARBOR VILLAGE HOMEOWNERS ASSOCIATION  
ARCHITECTURAL CONTROL COMMITTEE (ACC) APPLICATION  
Homeowner Improvements Application**

The modification of the exterior of any home, modification of a substantive nature to the landscaping, or construction of any building, shed, fence, fountain, concrete addition, rockery, or play structure must be approved in advance of start of work by the ACC (Architectural Control Committee). This form is the application for approval. A diagram showing the location of the improvement on the Lot and a drawing with details should be included as appropriate. For questions about completion of this form, contact Lynn Sutherland at Windermere, (253) 638-9811 ext 211. After completion, you may mail the form to **WPM South, 13106 SE 240<sup>th</sup> Street, #200, Kent, WA 98031, or fax to (253) 638-0437 or email to [lsutherland@wpmsouth.com](mailto:lsutherland@wpmsouth.com).**

Community Name:           **Arbor Village**           Division #: \_\_\_\_\_ Lot #: \_\_\_\_\_

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

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

Telephone: \_\_\_\_\_ email: \_\_\_\_\_

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

\_\_\_\_\_

\_\_\_\_\_

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

**Materials to be used: (product information)** \_\_\_\_\_

**Contractor information:** \_\_\_\_\_

**Exterior Colors:**

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

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

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

Intended Start Date: \_\_\_\_\_ Intended Completion Date: \_\_\_\_\_

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

Applicant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**NEIGHBOR ACKNOWLEDGEMENT**

**Acknowledgment of Property Owners Who Are Affected** because they are adjacent and/or have a view of the proposed work.

Note to Property Owners Affected:

Your signature does not constitute nor indicate approval/disapproval but does indicate an awareness of applicant's intent. If you have any concerns with this application, please contact the Manager in writing via letter or e-mail within 7 days of your signature below.

Name: \_\_\_\_\_ Date: \_\_\_\_\_ Address: \_\_\_\_\_

Name: \_\_\_\_\_ Date: \_\_\_\_\_ Address: \_\_\_\_\_

Name: \_\_\_\_\_ Date: \_\_\_\_\_ Address: \_\_\_\_\_

Name: \_\_\_\_\_ Date: \_\_\_\_\_ Address: \_\_\_\_\_

## **INSTRUCTIONS**

In addition to the application, you will need to submit, as appropriate:

1. Details of purpose and/or reason for improvement.
2. Site plan with scale drawing and dimensions of improvement showing location on property. Note distance from property lines. Show relationship of improvement to neighboring homes and/or open spaces.
3. Drawing and/or illustration showing the design of proposed improvement.
4. Materials/color:
  - a. State type of wood, stone, roofing material, or other materials to be used.
  - b. Color: note whether color is the same as existing or attach color chip for change of color
5. Grading plan - if changes will affect drainage, state how grading will be accomplished to prevent runoff, ponding, erosion, etc.
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 or is visible or audible to neighbor.

### **ACKNOWLEDGEMENT OF APPLICANT:**

1. I understand that construction of certain major projects require that I obtain a 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 property to its former conditions 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 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 this 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: \_\_\_\_\_