

**APPLICATION
WESTRIDGE HOMEOWNERS' ASSOCIATION
ARCHITECTURAL CONTROL COMMITTEE**

Instructions: Please use this form when making exterior improvements to your property/home. All improvements or construction including change in paint colors must be approved by the Westridge Board and/or the Architectural Control Committee. A full copy of the CCR's and By Laws of Westridge can be obtained online at www.westridgehoa.us. For detailed instructions and attachment criteria, refer to current Architectural Control Committee guidelines, Covenants and instructions on page two of this application. No application will be reviewed without complete information and/or plans provided. Please read the instructions carefully in order to avoid unnecessary delay in processing and timely review. Please complete this form using a black ink pen. Thank you.

1. Name: _____ Div _____ Lot _____
Address: _____

Phone: H- _____ W- _____

2. Address of proposed work: _____

3. Description of proposed work: _____

4. Estimated start date: _____ Estimated completion date _____
(within 6 months of approval) (within 9 months of start date)

5. ACKNOWLEDGEMENT OF APPLICANT: I have read and acknowledge the Architectural Controls, Covenants, and instructions on the next page of this form which govern the procedures for undertaking any addition and/or alteration to my property.

Owners Signature: _____ Date _____

FOR ACC USE ONLY: Approved Disapproved Date: _____

Conditions of Approval: _____

Initials of ACC Members: _____

Association office: PARK 52 AM, PO Box 111087, Tacoma, WA 98411

INSTRUCTIONS

In additional to this application, you will need to submit the following attachments:

1. Full details of purpose and/or reason for improvement.
2. Site plan with location of improvement drawn to scale. Note distance from property lines. Show relationship of improvement to neighboring homes and/or open spaces.
3. Drawings and/or illustrations showing design of proposed improvement -state architectural style of existing house.
4. Scale drawing of exact dimensions of improvement.
5. Type of wood or other materials to be used.
6. Color: note whether color is same as existing siding or trim on house or attach color chip for other colors/stains.
7. Grading plan if changes in grade or other conditions adversely affect drainage are anticipated (generally, approval will be denied if adjoining properties are adversely affected by changes in drainage).
8. Landscape plan if application is for landscaping or if relevant to project.
9. 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 requires that I obtain a King County building permit. Approval of a project by the ACC does not affect or alter that requirement.
2. I understand that any construction activity taken prior to ACC approval is not allowed and that, if alterations are made, 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. It is understood that I am aware of the Covenants, Conditions and Restrictions and Architectural controls with regard to the review process.
4. 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 nine months after the start date.
5. I understand that any approval is contingent upon construction or alterations being completed in a workman-like manner.
6. 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: _____