

HOMEOWNERS IMPROVEMENTS APPLICATION INSTRUCTIONS

In addition to the application, you will need to submit, as appropriate, the following attachments.

- Full details of purpose and or reason for improvement.
 - 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.
 - Drawings and or illustrations showing the design of proposed improvement.
 - List type of materials to be used.
 - Identify whether color to be used is same as existing siding, or trim, on house or attach a color chip for review.
 - Grading plan, if changes in grade, or other conditions adversely affecting drainage, are anticipated.
 - Note: Generally, approval will be denied if adjoining properties are adversely affected by changes in drainage.
 - Landscape plan, if application is for landscaping or if landscaping is relevant to project.
 - Signed written agreement of affected lot owner if improvement falls outside your property lines.
 - Signed and dated "Acknowledgement of Applicant" (provided below).
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Acknowledgement of Applicant

- 1) I understand that construction of certain major projects require 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 no construction activity shall take place prior to approval of the plans by the ACC. The ACC will require a minimum of five (5) days and a maximum of thirty (30) days to complete their review of the project. If alterations are made from the approved plans, I may be required to return the property to its former condition at my expense; and, I may be required to pay all legal expenses incurred if legal action becomes necessary.
- 3) I understand that members of the ACC are permitted to enter on my property to make reasonable inspection of proposed construction locations.
- 4) It is understood that I am aware that the Covenants, Conditions & Restrictions, as well as The Highlands at Woodbrook Community Organization Rules & Regulations, will be the basis for the review process by the ACC.
- 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 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 Directors.

Signature of Applicant: _____ Date: _____

THE HIGHLANDS AT WOODBROOK COMMUNITY ORGANIZATION ARCHITECTURAL CONTROL COMMITTEE HOMEOWNERS IMPROVEMENTS APPLICATION

An approval by the Architectural Control Committee (ACC) of any sidewalk, driveway extension, 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:

The Highlands at Woodbrook Community Organization
Architectural Control Committee (ACC)
Email: BOD@highlandsatwoodbrook.com or deliver to the President or Secretary of the Organization

Please attach a lot diagram showing the location of the improvement and a drawing showing any details that should be considered by the committee.

Owner: _____ Telephone: _____

Address: _____ Lot #: _____

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.

Applicant's signature: _____ Date: _____

ACC use only below this line

ACC Recommendation Date: _____ (Check one) Approved Denied

ACC Member Signature _____

ACC Member Signature _____

ACC Member Signature _____

