

## INSTRUCTIONS / REQUIREMENTS FOR THE ARCHITECTURAL CONTROL COMMITTEE (ACC) FORM

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 the 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: Inform whether the exterior paint color you want is same as existing siding or trim on house. You must submit an ACC form for approval even if you are repainting the same color. If the existing color is not on the current approved exterior color list, it may not be approved. Go to [www.campushighlandshoa.net](http://www.campushighlandshoa.net) / Sherwin Williams Paint Colors to see the HOA approved colors. Painting without an approved application can result in the owner re-painting the home at their own expense.
7. 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).
8. Landscape plan if the applications is for landscaping relevant to the project.
9. A signed, written agreement of the 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 the ACC project form 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. I understand that members of the ACC Committee / HOA Board 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 (CC&R) and Architectural Controls with regard to the review process. Go to [www.campushighlandshoa.net](http://www.campushighlandshoa.net) for this information.
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 been substantially completed within twelve months.
6. I understand that any approval is contingent upon construction or alterations being completed in a workman-like manner.
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: \_\_\_\_\_

## Architectural Control Committee (ACC) Request Form

**Request must be submitted at least 30 days prior to beginning construction or improvement.**

### Campus Highlands Homeowners Association - Federal Way, WA

**Owner Name:** \_\_\_\_\_ **Street Address:** \_\_\_\_\_

**Phone #:** \_\_\_\_\_ **Div:** \_\_\_\_\_ **Lot:** \_\_\_\_\_ **Email Address:** \_\_\_\_\_

*The inclusion of an e-mail address authorizes the Architectural Control Committee to use electronic mail for official responses to this request.*

The **Declaration of Covenants, Conditions and Restrictions** (the "Deed Restrictions") for the **Association** specifies that all improvements as defined in the Deed Restrictions **must be approved** in writing by the HOA Board **before** the improvement begins. To assist in your compliance with this restriction, complete this 2 page form and submit it with your plans and specifications for the proposed improvement.

**The plans and specifications will not be considered complete without the following items:**

- A **plot plan** or **survey** showing the location and dimensions of all existing and proposed improvements.
- Existing and finished **grades** and lot **drainage provisions** shall be indicated.
- The **structural design, exterior elevations, exterior materials, colors, textures and shapes** of all improvements described.
- Roofing Brand/Color \_\_\_\_\_  Paint Colors (Body/Trim/Door): \_\_\_\_\_
- Estimated start date within 6 mo: \_\_\_\_\_  Estimated completion date within 12 mo: \_\_\_\_\_

**APPROVAL REQUESTED FOR:**

- |  |  |                                       |                                    |
|--|--|---------------------------------------|------------------------------------|
| <input type="checkbox"/> EXTERIOR PAINTING | <input type="checkbox"/> FENCE           | <input type="checkbox"/> LANDSCAPING  | <input type="checkbox"/> PLAYSCAPE |
| <input type="checkbox"/> IRRIGATION SYSTEM | <input type="checkbox"/> ROOFING         | <input type="checkbox"/> DRIVEWAY     | <input type="checkbox"/> DECK      |
| <input type="checkbox"/> STORAGE SHED      | <input type="checkbox"/> EXT. REMODELING | <input type="checkbox"/> TREE REMOVAL | <input type="checkbox"/> OTHER     |

**DESCRIPTION OF IMPROVEMENT:**

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**ACKNOWLEDGMENT 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.**

Property Owner Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**FOR ARCHITECTURAL CONTROL COMMITTEE USE ONLY:**

- Approved** – Contingent upon the following criteria:  **Not Approved** - Based on the following criteria:

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Initials of HOA Board Members: \_\_\_\_\_ Date: \_\_\_\_\_