

KLAHANIE

OFFICE USE ONLY
APPLICATION #:

Appendix A Architectural Controls Application

HOW TO APPLY

1. Review all Klahanie Governing Documents; including the CC&Rs, ACC Guidelines, Rules & Regulations, etc. The most current copies can be found on the Association website.
2. Complete the entire application or your application may be returned.
3. Signature of the property owner on the application.
4. Submit the application at least thirty (30) days prior to scheduling any contractor.
5. In some cases, the Association will request additional information in order to provide a decision.
6. It is the duty of the owner and the owner's contractors to review all applicable laws, codes, guidelines and best practices. The owner **must** contact the Association office if any changes from this application occur due to these regulations.

Application questions may be directed to the Klahanie Association at compliance@klahanie.com or by calling the office at (425) 392-4663.

ALL SECTIONS MUST BE COMPLETE OR YOUR APPLICATION WILL BE RETURNED

This AC APPLICATION consists of the following sections:

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I. MASTER CHECKLIST

A FULLY COMPLETED APPLICATION MUST INCLUDE THE FOLLOWING:

- [] Signatures of at least three (3) adjacent property owners.
- [] Property plot plan / site plan.
- [] Detailed description (measurements, materials, landscape, photos, brands, etc.). *See guidelines in ACs for details.*
- [] Scale plan / diagram of modification, including:
 - A to-scale site plan of your property showing any structures that currently exist on the property (house, garage, fence, etc.), and existing landforms such as slopes and elevations. Include all proposed structures, plantings and construction with clearly labeled dimensions and materials.
 - Show/call out all other approved modifications on the property since your ownership.
 - Color photo(s) of the area on the property where the project is being proposed.

II. APPLICATION INFORMATION

PROPERTY DETAILS

DATE OF APPLICATION: _____

OWNER: _____ CO-OWNER: _____

PROPERTY ADDRESS: _____

DIVISION: _____ LOT: _____

PHONE NUMBER: Mobile _____ Home _____ Work/other _____

EMAIL: _____

SPECIFICATIONS: (lot property): _____ sq. ft.

LOT TYPE (corner, cul-de-sac, interior, border on greenbelt/wetland, etc.): _____

Will this modification be attached to an existing structure? If so, please explain: _____





PROJECT INFORMATION

Type of modification and use (check all that apply):

- | | | | |
|---|--|--|---------------------------------------|
| <input type="checkbox"/> A/C unit | <input type="checkbox"/> fence | <input type="checkbox"/> pet runs/enclosures | <input type="checkbox"/> siding/trim |
| <input type="checkbox"/> addition | <input type="checkbox"/> front door | <input type="checkbox"/> play equipment | <input type="checkbox"/> solar panel |
| <input type="checkbox"/> arbor/gazebo | <input type="checkbox"/> garage door(s) | <input type="checkbox"/> pools/hot tubs/spas | <input type="checkbox"/> sun room |
| <input type="checkbox"/> awning/patio cover | <input type="checkbox"/> gutters | <input type="checkbox"/> retaining wall | <input type="checkbox"/> tree removal |
| <input type="checkbox"/> deck | <input type="checkbox"/> landscape/rockery | <input type="checkbox"/> roofing | <input type="checkbox"/> walkway |
| <input type="checkbox"/> driveway | <input type="checkbox"/> lighting | <input type="checkbox"/> security systems | <input type="checkbox"/> windows |
| <input type="checkbox"/> exterior painting | <input type="checkbox"/> patio | <input type="checkbox"/> shed | <input type="checkbox"/> other |

PROJECT DESCRIPTION

Please give a detailed description of the project and illustrate on the diagram.

DESCRIPTION OF PROJECT: _____

IRRIGATION (if applicable): _____

MATERIALS/PRODUCTS (please explain thoroughly): _____

LANDSCAPING/PLANT MATERIAL (if applicable): _____

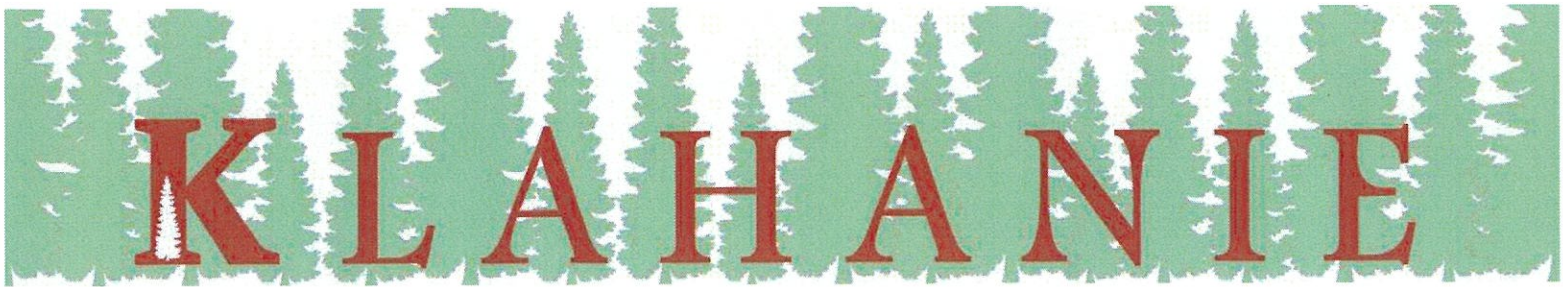
MEASUREMENTS (square footage, width, height, depth, etc.): _____

COLORS/STAINS (if applicable): _____

ROOFING PROJECT (if applicable): Name of product: _____ Color: _____

If applying for roofing, please indicate current roof material: _____





EXTERIOR PAINTING (if applicable):

body color name: _____	body color number: _____
trim color name: _____	body color number: _____
front door color name: _____	front door color number: _____
garage door color name: _____	garage door color number: _____

FENCE PROJECT (if applicable — please mark accordingly):

fence design: (A) _____	gate design: straight _____	fence color: natural _____
(B) _____	arched _____	clear stain _____
(C) _____		Olympic cedar oil _____
(D) _____		SW 6149 _____

ADDITIONAL INFORMATION: _____





III. GOOD NEIGHBOR NOTIFICATION

** Note to other property owners: please read this before you sign below!*

Your signature does not constitute your approval. It indicates only that you are aware of the applicant’s intention. If you have concerns with the proposed work, please notify the Association in writing within three (3) days of the date of your signature. The applicant must have the signature of at least three (3) adjacent neighbors. If a neighbor is out of town, please attach to the application a returned certified envelope (or tracking number) addressed to the homeowner. If the home is being rented, home owner signature is required. Tenant signatures will not be accepted.

FOR FENCE APPLICATIONS: If the fence is to be **shared or attached**, a letter signed by all parties as to the agreement of the shared fence must be submitted with the application. Please contact the Association office for more details prior to filing.

Print name	Address	Phone #	Signature





IV. TERMS & CONDITIONS

PLEASE REVIEW THE FOLLOWING AND INITIAL BELOW:

- For detailed instructions regarding approval, **see ACs, Sec. 5.0 & 6.0.**
- Application should include (but may not be limited to) plans and specifications showing site layout to-scale, structural design, exterior elevations, exterior materials and colors (brochures or samples), landscaping plan, drainage plan, exterior lighting, irrigation, paint chips/swatches, other features of proposed modifications. The Association may require the submission of additional information necessary to consider any application.
- **NOTE:** If your work will alter drainage patterns of adjacent property(ies), you must obtain the signature of the affected Owner(s). A separate written agreement signed by the effected lot Owner(s) is required if the proposed work falls on, or crosses, the property line at any point.
- Any modifications to your backyard area requires a copy of the plat map for your property as many properties contain Native Growth Protections Areas that contain restrictions on building and vegetation removal.

I HEREBY ACKNOWLEDGE AND AGREE TO THE TERMS AND CONDITIONS SET FORTH IN THIS SECTION.

APPLYING HOMEOWNER INITIALS: _____



KLAHANIE

V. OWNER ACKNOWLEDGMENT & SIGNATURE

ACKNOWLEDGMENT

1. I understand that construction of certain projects requires that I obtain a building permit(s) from the appropriate government entity. Approval of the proposed work by the ACC does not affect or remove that requirement.
2. I understand that starting any work prior to written ACC approval is not allowed and that if alteration or construction is done and this application is not approved, I may be required to return the property to its former condition at my own expense and that I may be required to pay all legal expenses incurred by myself and/or by the Klahanie Association if legal action becomes necessary.
3. I understand that this application gives approval for members of the Architectural Control Committee or a representative of the Klahanie Association staff to enter onto my property to make reasonable inspection of the proposed work locations. Without this approval, the ACC may be forced to deny the proposed work due to lack of facts on which to base a decision.
4. I am aware of the Klahanie Covenants, Conditions and Restrictions and Architectural Control Guidelines in regard to the review process.
5. The proposed work must be completed within 90 days of approval of the application by the ACC.
6. Once the approved project is completed OR you decide to cancel it OR it is not completed within the 90 days after approval you must fill out an **Inspection Request/Project Completion Form** included in **Appendix B**. An inspection will be done and your file will reflect the results. Failure to submit the Inspection Request Form will result in a \$100 fine, billed and collected in the same manner as homeowner's assessments.
7. I understand that approval is contingent upon all work being completed in a workman-like manner with quality equal to or better than the original home construction.
8. I understand that if I disagree with the ACC ruling, I may appeal the decision as outlined in Section 5.0 of the Architectural Controls.
9. I understand that this application must be submitted to the office one week before the ACC monthly meeting (the first Wednesday of each month) to be considered on the agenda for that meeting should this application have to go before the ACC Committee.

I HEREBY ACKNOWLEDGE AND AGREE TO THE TERMS AND CONDITIONS SET FORTH IN THIS SECTION.

APPLYING HOMEOWNER INITIALS: _____



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SIGNATURE

I certify that the previous information and all included documents are accurate and complete. I have read and understand the Klahanie Association governing documents and the instructions as listed above which govern the procedures for undertaking any addition or alteration to my property. I officially state that the residential modification will be completed in accordance to the governing documents. I hereby authorize the members of the Association to enter upon and inspect my property to the Association rendering a determination with regard to this application. I understand that the Association does not review the plans for compliance with applicable laws or codes, and that it is the duty of the owner(s) and the owner's contractors to design and construct the proposed improvements according to applicable laws, codes and best practices. I hereby release and agree to hold the Association harmless from any cost or liability arising out of the review or approval plans for the proposed improvements.

PRINTED NAME OF APPLICANT: _____

APPLICANT SIGNATURE: **X** _____

DATE: _____

