

# KLAHANIE

## Appendix A Architectural Controls Application

### HOW TO APPLY

1. Review all Klahanie Governing Documents; including the CC&Rs, AC Guidelines, Rules & Regulations, etc. The most current copies can be found on the Association website.
2. Complete the entire application or your application will be denied.
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.
7. Applicant MUST obtain permission in written form along with permit before commencing work.

Application submission or questions may be directed to the Klahanie Association at [architecturalcontrols@klahanie.com](mailto:architecturalcontrols@klahanie.com) or by calling the office at (425) 392-4663.

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PERMIT (IF APPROVED):  
 Office Pick Up \_\_\_  
 Mailed Delivery \_\_\_

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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 section(s) relevant to proposed project in Architectural Controls 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: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_



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## PROJECT INFORMATION

Check all that apply:

- |   |   |  |   |
|---|---|--|---|
| <input type="checkbox"/> A/C unit       | <input type="checkbox"/> garage door(s)         | <input type="checkbox"/> play equipment      | <input type="checkbox"/> sprinkler system         |
| <input type="checkbox"/> accent siding  | <input type="checkbox"/> gutters                | <input type="checkbox"/> pools/hot tubs/spas | <input type="checkbox"/> shed                     |
| <input type="checkbox"/> deck           | <input type="checkbox"/> house addition         | <input type="checkbox"/> rain barrel         | <input type="checkbox"/> tree removal             |
| <input type="checkbox"/> driveway       | <input type="checkbox"/> landscaping            | <input type="checkbox"/> retaining wall      | <input type="checkbox"/> trellis/arbor            |
| <input type="checkbox"/> exterior paint | <input type="checkbox"/> lighting               | <input type="checkbox"/> roof replacement    | <input type="checkbox"/> walkway                  |
| <input type="checkbox"/> fence          | <input type="checkbox"/> patio                  | <input type="checkbox"/> security systems    | <input type="checkbox"/> windows                  |
| <input type="checkbox"/> front door     | <input type="checkbox"/> patio covers/ pergolas | <input type="checkbox"/> siding/trim         | <input type="checkbox"/> <i>other list below:</i> |
| <input type="checkbox"/> gazebo         | <input type="checkbox"/> pet house              | <input type="checkbox"/> solar panels        | <input type="checkbox"/>                          |

## 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: \_\_\_\_\_



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**EXTERIOR PAINTING (if applicable):**

body color name: \_\_\_\_\_ body color number: \_\_\_\_\_  
 trim color name: \_\_\_\_\_ trim color number: \_\_\_\_\_  
 front door color name: \_\_\_\_\_ front door color number: \_\_\_\_\_  
 garage door color name: \_\_\_\_\_ garage door color number: \_\_\_\_\_  
 accent color name: \_\_\_\_\_ accent color number: \_\_\_\_\_

**FENCE PROJECT (if applicable — please mark accordingly):**

Fence design: (A) \_\_\_ (GB1) \_\_\_ Gate design: straight \_\_\_ fence color: natural \_\_\_  
 (B) \_\_\_ (GB2) \_\_\_ arched \_\_\_ clear stain \_\_\_  
 (C) \_\_\_ Olympic cedar oil \_\_\_  
 (D) \_\_\_ SW 6149 \_\_\_

ADDITIONAL INFORMATION: \_\_\_\_\_  
 \_\_\_\_\_

**III. PROJECT 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 acknowledgement of at least three (3) adjacent neighbors. Electronic notifications in the form of email and text with response from adjacent neighbor is permitted to satisfy neighbor notification if handwritten signature cannot be obtained. If the home is being rented, homeowner 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* ACCs, 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 effected 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: \_\_\_\_\_

## V. OWNER ACKNOWLEDGMENT & SIGNATURE ACKNOWLEDGMENT

1. I understand that construction of certain projects requires that I obtain a building permit(s) from the City of Sammamish. 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 ninety (90) days of written 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 ninety (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.



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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 an inspection finds the project does not perform to the scope of work authorized, construction must be modified until it complies with approved documentation.
9. I understand that if I disagree with the ACC ruling, I may appeal the decision as outlined in Section 8.4 of the Architectural Controls.
10. I understand that this application must be submitted to the office seven (7) days before the ACC monthly meeting (generally 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 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 in order for 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: \_\_\_\_\_