

Appendix A Architectural Controls Application

HOW TO APPLY

1. Review all Klahanie Governing Documents; including the CC&Rs, Architectural Controls 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 or by calling the office at (425) 392-4663.

I. MASTER CHECKLIST -----

II. APPLICATION INFORMATION -----

III. PROJECT NEIGHBOR NOTIFICATION -----

IV. TERMS & CONDITIONS -----

V. OWNER ACKNOWLEDGEMENT & SIGNATURE ACKNOWLEDGEMENT -----

PERMIT (IF APPROVED):

Office Pick Up ___

Mailed Delivery ___

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I. MASTER CHECKLIST

A FULLY COMPLETED APPLICATION MUST INCLUDE THE FOLLOWING:

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

Gate design:

Fence color:

A ____
 B ____
 C ____
 D ____
 GB ____

Straight ____
 Arched ____

natural ____
 clear protectant ____
 cedar stain ____
 Relaxed Khaki SW 6149 ____

ADDITIONAL INFORMATION: _____

III. PROJECT NEIGHBOR NOTIFICATION

This section is intended to provide neighbors notice of an upcoming project that may impact their property. This section is **NOT** intended to allow neighbors to approve your project. Notices can be in the form of letter, digital (text/email), or in person. It is the responsibility of the applicant to record contact information of neighbors that have been informed of your upcoming project. It is recommended to provide notice to adjacent properties on sides where work will be conducted. Upon request from the Association, applicant will provide evidence of neighbor notifications.

Print name	Address	Phone #	Notice Delivery Method (letter, text, email, or in person):

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IV. 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.
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 Architectural Controls Committee.

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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: _____

