

SUN WILLOWS HOME OWNERS ASSOCIATION
Architectural Review Committee
Submittal Form and Application

PROCEDURE TO OBTAIN APPROVAL FOR YOUR PROJECT

- ____ 1. Describe the work to be performed (below).
- ____ 2. Attach drawings or plans including materials, colors, etc., to this form.
- ____ 3. Read and perform your responsibilities before signing this form.
- ____ 4. Submit this form to the ARC no later than seven (7) days prior to beginning work.

IF THE PROJECT REQUIRES A BUILDING PERMIT (please continue):

- ____ 5. Wait for ARC approval to secure building permit as required by the City of Pasco.
- ____ 6. Submit copy of the Building Permit to the ARC upon receipt from City.
- ____ 7. Alert ARC committee when the Building Inspector finalizes and approves the work.

DESCRIPTION OF PROJECT

Attach drawings, paint sample etc. with this form to be retained in the ARC file. ARC may require homeowner to paint 2' x 2' patch on house prior to approval of color.) If additional space is needed, use back of form.

____ Exterior Home changes ____ Landscape changes ____ Other

Describe Project:

Project Start Date: _____ Project End Date: _____

All proposed exterior work must be completed within six (6) months from the date work began.

INDIVIDUALS INVOLVED WITH PROJECT

Property Owner(s): _____

Address: _____ Phone: _____

Architect/Designer: _____ Phone: _____

Contractor: _____ Phone: _____

RESPONSIBLE HOMEOWNER/INDIVIDUAL (check if understood and agreed)

- ____ I considered the impact this project will have on my neighbor(s) and received approval.
- ____ I take full responsibility for timely completion of this project as submitted.
- ____ I agree to submit a revised form to the ARC prior to starting this project if the design and/or construction changes from the original form I submitted.

Signature _____ Request Date _____

Print Name _____

To learn more about definitions, restrictions, and requirements of Homeowner responsibilities when remodeling home exteriors or adding/removing/changing landscaping see Restated and Amended Declaration of Covenants, Conditions, Restrictions, and Reservations for Sun Willows and ARC Rules and Guidelines. If you need a copy of either of these documents, contact the appropriate Board or Committee Member listed at the front of the Sun Willows Homeowners Directory.

(revised 1/2012)