

ONE CLUBHOUSE LANE SOUTH ASSOCIATION
Architectural Review Committee (ARC) Application Form

(SEE THE REVERSE SIDE FOR INSTRUCTIONS)

Date Received: _____

1. Name: _____

Mailing Address: _____

E-mail: _____ Phone Number: _____

2. Address of Proposed Work: _____

3. Description of Work: _____

4. Estimated Start Date: _____ (within 6 months of approval)

Estimated Completion Date: _____ (within 12 months of approval)

*Please note that approval is required prior to starting work.

5. ACKNOWLEDGMENT OF PROPERTY OWNERS WHO ARE AFFECTED because they are adjacent and/or have a view of the proposed work (Does not apply to new home construction).

Signatures from a minimum of two adjacent neighbors are required.

Note to Property Owners Affected: Your signature does not constitute nor indicate approval/disapproval but merely indicates an awareness of applicant's intent. If you have any CONCERNS with this application, please notify the A.R.C. in writing (via Association Office) within seven days of your signature date.

Signature: _____ Date: _____ Address: _____

Signature: _____ Date: _____ Address: _____

Signature: _____ Date: _____ Address: _____

Signature: _____ Date: _____ Address: _____

6. ACKNOWLEDGEMENT OF APPLICANT: I have read and acknowledge the Design Guidelines, Covenants, and instructions on reverse side of this form which govern the procedure for undertaking any addition and/or alteration to my property.

Owner(s) Signature: _____ Date: _____

FOR A.R.C. USE ONLY: ☐ Approved ☐ Disapproved Date: _____

Conditions of Approval: _____

INSTRUCTIONS:

Per CC&R's Article 3.5, ARC form submission and approval are required before any EXTERIOR projects such as painting, roofing, landscaping improvements, structural changes (i.e., decks, fences, etc.), additions (i.e., sheds, AC outdoor units, etc.), and the like, on your property are executed. Please go to the **DOCUMENTS** and **FAQ** pages of the HOA website <https://www.ochlsouthhoa.com> for guidelines.

All fields of the ARC form should be completed. PLEASE TYPE OR COMPLETE FORM WITH BLACK INK. Please email the completed ARC form to the Association Manager (<https://www.ochlsouthhoa.com/contact>) OR submit via the Homeowner Portal (<https://www.ochlsouthhoa.com/homeowner-portal>).

In addition to this application, you will need to submit the following attachments:

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.
4. Scale drawing of exact dimensions of improvements.
5. The alteration authority granted by this application may be revoked automatically if the alteration requested has not commenced and/or has not been substantially completed within 12 months.
6. Color: Note whether color is the same as existing on house, or attach color chip for other colors/stains.
7. Grading plan if changes in grade or other conditions affecting drainage are anticipated. (Generally, approval will be denied if the adjoining properties are adversely affected by changes in drainage).
8. Landscape plan if application is for landscaping or if relevant to project.
9. Signed written agreement of affected lot owner if improvement falls on property line.

Acknowledgment of Applicant:

(sign on reverse side)

1. I understand that construction of certain major projects requires that I obtain a City of Mukilteo building permit. Approval of a project by the A.R.C. does not affect or alter that requirement.
2. I understand that any construction activities taken prior to A.R. C. approval are 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 the members of the Architectural Review Committee are permitted to enter on my property to make reasonable inspection of proposed construction location.
4. It is understood that I am aware of the One Club House Lane South Association Covenants. Conditions and Restrictions and Design Guidelines in regard to the review process.
5. The alteration authority granted by this application may be revoked automatically if the alteration requested has not commenced and/or has not been substantially completed within 12 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 A.R.C. ruling, an appeals procedure is provided as outlined in the Submittal procedure.
8. I understand that the A.R.C. reserves the right to require a deposit for any fees charged by professional consultants or agencies used by the A.R.C. to process my application and that I will be notified by the A.R.C. in writing of any fees prior to the processing of this application.