

HORN RAPIDS MASTER HOME OWNERS ASSOCIATION

ARCHITECTURAL CONTROLS

Project Application: Architectural Controls Committee

Date Received: _____ Application #: _____

1. Name: _____ Neighborhood: _____
Address: _____
Phone: _____ (Home) _____ (Work) _____

2. INSTRUCTIONS: For detailed instructions, refer to the Home Owners Master Architectural Controls Section 5.0, "Application Procedure." For specific information, refer to the section pertaining to the type of work you are proposing. In addition to this application, you must submit the following attachments:

1. A site plan with the location of the proposed work drawn to scale with dimensions shown. Note distances from the property lines and show relationship of proposed work to neighboring homes, common areas, and easements.
2. Drawings of the proposed work showing the design.
3. Description of the materials to be utilized.
4. Color. Note whether the color will match the body or trim of house, or attach a color chip for other colors.
5. A grading plan if altering the contours of the landscape.
6. A separate legally recorded agreement signed by the affected property owner if the proposed work falls on or crosses the property line at any point.
7. NO application will be reviewed without **complete** information and/or plans. Please read the instructions carefully in order to avoid unnecessary delays in processing. PLEASE COMPLETE THIS FORM IN INK.
8. Send completed application to ACC Chair at bernienf@charter.net or call him at 509-375-0250.

3. ACKNOWLEDGMENT OF APPLICANT:

1. I understand that construction of certain projects requires that I obtain a City of Richland building permit(s). 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 the Horn Rapids Homeowners Association if legal action becomes necessary.
3. I understand that members of the Architectural Control Committee may enter on 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 Horn Rapids Covenants, Conditions and Restrictions and Architectural Controls in regard to the review process.
5. The proposed work must commence within 3 months and must be completed within 6 months of interim approval of the application by the ACC.
6. I understand that approval is contingent upon all work being completed in a workmanlike manner with quality equal to or better than the original home construction.
7. I understand that if I disagree with the ACC ruling, I may appeal the decision to as outlined in Section 5.0 of the Architectural Controls.
8. **Interim and Final approval:** I understand the ACC will provide interim approval to undertake the project, based on a complete application and supporting documents. Final approval will be provided at satisfactory completion of the project. Contact the ACC upon completion.

4. Description of Proposed Work: _____

5. Planned Start Date: _____ Planned Completion Date: _____
(Within 3 months of interim approval) (Within 6 months of interim approval)

6. Acknowledgment signatures of adjacent property owners. **(Include Golf Course Manager if you border the golf course. If you live in Prestwick or Glen Eagle, you need the approval and a signature from the Prestwick or Glen Eagle Board of Directors).**

Name: _____	Address: _____	Date: _____
Name: _____	Address: _____	Date: _____
Name: _____	Address: _____	Date: _____
Name: _____	Address: _____	Date: _____

NOTE TO OTHER PROPERTY OWNERS: Your signature does not constitute your approval. It indicates only that you are aware of the applicant's intention. If you have regulatory concerns with the proposed work, please notify the ACC in writing (via the Homeowners Association office) within seven days of your signature.

7. **Acknowledgment of Applicant:** I have read and acknowledge the Architectural Controls, and the instructions on this form which govern the procedure for undertaking any addition or alteration to my property.

Owner's Signature: _____ Date: _____

8. INTERIM ACC DETERMINATION

Approved: _____ Disapproved: _____ Date: _____
Signing for the ACC: _____

If approved, the project is released for execution. Final approval will be provided at completion of the project with all conditions met.

Conditions of Approval: _____

9. FINAL ACC DETERMINATION

Approved: _____ Disapproved: _____ Date: _____
Signing for the ACC: _____

Conditions (if any):