

Architectural Review Committee (ARC)



APPLICATION TO ARC FOR APPROVAL OF NEW CONSTRUCTION

Date Received by ARC: _____

Canyon Lakes Property Owners Association (CLPOA)

P. O. Box 7252, Kennewick, WA 99337

Phone/Fax: (509) 582-4345; Email: CLPOA@canyonlakespoa.org

Web Site: www.canyonlakespoa.org

Property Owner's Names _____

Current Home Address _____

New Construction Address or Legal Description _____

Current Phone No. _____ **Finished Square Footage of Home** _____

Architect/Designer _____ **Phone No.** _____

General Contractor _____ **Phone No.** _____

The Architectural Review Committee (ARC), as provided for in the Amended and Restated Master Declaration of Covenants, Conditions, and Restrictions for the Community of Canyon Lakes, exists at Canyon Lakes to maintain high standards for design development and use of homes and property. When an owner wishes to construct a home, an application must be made to the ARC using this form. Completion of the following pages will provide the ARC with the information necessary to review the proposed construction for compliance with the ARC Rules and Guidelines. The Manager may be contacted at the above address and phone number for additional information and assistance.

NOTE: The CLPOA ARC will meet on the 2nd and 4th Tuesdays of each month unless otherwise specified. Please ensure application is received well in advance of beginning construction.

PROCEDURE FOR OBTAINING ARC APPROVAL

- A. Complete, sign, and submit this application prior to submitting your plans to the City of Kennewick Planning Commission for their approval. Notice of action taken by the ARC will be mailed to you as soon as possible.
- B. Submit one set of construction documents as outlined on the following pages. This set of plans will stay with the ARC.
- C. The plan review cost for new homes is \$250 to help cover costs of the ARC and to assure satisfactory compliance with CLPOA ARC Rules and Guidelines. A refund of \$125 will be paid upon satisfactory completion of construction and landscaping when approved by an ARC representative.

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The following is a check list of items which must be included with the Application to ARC for Approval of New Construction submittal and will be reviewed by the ARC prior to approval of any proposed construction. Please check off each item included. If an item is not included, please provide an explanation.

SITE PLAN (including the following information)

- 1. Minimum scale: 1" = 20' 0"
- 2. Building locations (house, garage, decks)
- 3. Property lines
- 4. Tree locations (unless landscaping plans are to be submitted later)
- 5. Topography (existing and proposed changes)
- 6. Utility line connections (electric, water, telephone, and sewer)
- 7. Driveway and parking area (indicate materials)
- 8. Privacy screening and/or service yard
- 9. Outdoor lighting layout
- 10. North arrow
- 11. Setbacks and easements
- 12. Construction staging and access areas
- 13. Temporary structures

FLOOR PLANS

- 1. Minimum scale: 1/4" = 1' 0"
- 2. Door and window openings
- 3. Walls and partitions
- 4. Stairways
- 5. Exterior lights
- 6. Decks and porches
- 7. Electric meter location (recessed base and approved enclosure required)
- 8. North arrow
- 9. Trash receptacle storage (locations, how screened, and access)
- 10. Type and location of exterior heating & cooling system components (if planned)

ELEVATIONS

- 1. Scale: Same as plans
- 2. Door and window openings
- 3. All exterior building features (roof, siding, fireplace, railings, trims, foundation, etc.)
- 4. Note all materials and finishes
- 5. IMPORTANT: Show the proposed structure's floor line and finish grade of the site

OUTLINE OF SPECIFICATION AND PROCEDURES TO BE USED IN CONSTRUCTION

1. Provisions for construction period:

Temporary structures (what and where): _____

Temporary toilet facilities: _____

Location of staging and material storage areas: _____

Measures to be taken to protect topography: _____

2. Site work:

Walks and roads (location and materials): _____

Planting (location and materials): _____

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3. Foundation:
Type: _____

Materials: _____

4. Exterior masonry:
Type: _____

Location: _____

5. Exterior metals:
Types: _____

Location: _____

6. Exterior wood:
Siding (species, grade, pattern): _____

Trim (species, grade): _____

Exposed framing (species, grade): _____

7. Roof construction:
Roofing Materials (type and specifications): _____

Flashing (materials and type): _____

Skylights (location and type): _____

8. Exterior openings:
Doors (materials and finish): _____

Windows (materials and finish): _____

9. Exterior painting and staining (include stucco/paint/stain color samples):
Siding: _____

Trim: _____

Metals: _____

10. Exterior light fixtures (detailed description): _____

11. Heating/cooling system (include type, location, and specifications if using solar panels or other exterior equipment): _____

12. Estimated completion date (all exterior work): _____

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CANYON LAKES POA ARCHITECTURAL REVIEW COMMITTEE

NEW CONSTRUCTION AGREEMENT

As a prospective homebuilder, I/We have read the current ARC Rules and Guidelines and fully understand the requirements of this Application to ARC for Approval of New Construction.

Enclosed is a construction deposit fee of \$250, of which \$125 will be refunded upon a satisfactory final inspection by a representative of the ARC.

Any change in the exterior from the approved plans must be resubmitted to the ARC for approval.

I/We assume responsibility for any and all damage by the contractor to adjacent lots, common areas, or my/our property.

Signatures: (all owners' signatures required)

Date: _____

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