

CLPOA: ADULT FAMILY HOME APPLICATION

Submission Date:

1. APPLICANT & PROPERTY INFORMATION

Property Owner(s):

Property Address:

Phone Number:

Email Address:

Licensed Capacity (Number of Residents):

(Max 8 per WA Law — RCW 70.128)

On-Site Manager:

Manager Phone:

2. STATE & MUNICIPAL LICENSING (Required — attach copies)

The applicant must attach a copy of the following documents to this application:

WA State DSHS License — A copy of the current Adult Family Home license issued by the Washington State Dept. of Social and Health Services (RCW 70.128).

City of Kennewick Business License — Must include a "Home Occupation" endorsement (KMC 18.42.090).

City of Kennewick AFH Submittal Checklist — Proof of passed inspection by the City Building Official (KMC 18.42.090).

3. INSURANCE & INDEMNIFICATION (Required — WAC 388-76-10191)

In accordance with WAC 388-76-10191 and WAC 388-76-10192, the applicant must provide a Certificate of Insurance (COI) verifying the following coverage:

Commercial General Liability Insurance — Minimum \$500,000 per occurrence / \$1,000,000 aggregate.

Professional Liability Insurance — Minimum \$500,000 per occurrence.

Additional Insured — The Canyon Lakes Property Owners Association must be named as "Additional Insured" on all business-related liability policies.

Indemnification: By signing below, the homeowner agrees to indemnify and hold harmless CLPOA, its Board of Directors, officers, agents, and members from any and all claims, damages, losses, legal fees, or liabilities arising out of the operation of the Adult Family Home at this property.

I agree to the indemnification terms stated above.

4. ARCHITECTURAL & EXTERIOR COMPLIANCE (CLPOA ARC)

If you are making any physical changes to the property, a separate CLPOA ARC Exterior Improvement Project Form must be attached and approved prior to installation.

Egress & Ramps — Will any ramps or new exits be installed? Yes No

If yes, attach site plan/diagram.

Landscaping — I acknowledge that the property must maintain CLPOA's high aesthetic standards for lawns, landscaping, and general exterior upkeep as applied to all homeowners.

Signage — Commercial or business signs are not permitted within Canyon Lakes. No exterior signage will be posted on the property or in common areas.

5. OPERATIONAL ACKNOWLEDGMENTS (Initial each item)

The rules below apply equally to all Canyon Lakes homeowners and are consistent with the Kennewick Municipal Code. Place your initials in the box beside each item to confirm understanding:

Parking: I agree that all staff and visitor vehicles will be parked in the driveway or garage to the maximum extent possible and will not obstruct sidewalks or public rights-of-way (KMC 18.12.020). Overnight parking of commercial vehicles exceeding 10,000 lbs GVW on the street or in front yards is prohibited (KMC 18.12.220).

Rules & Regulations: I agree to adhere to all CLPOA Rules & Regulations as applied to my property, including those governing landscaping, trash/recycling, and general property maintenance.

Point of Contact: I will provide the Board with a current 24/7 on-site manager contact name and phone number and will update this information within 10 days of any change.

Notice of Cessation: I will inform the Board of the date the AFH business operation permanently ceases, within 10 days of closure.

Nuisance: The operation must not create noise, congestion, odors, or disturbance that constitutes a nuisance or unreasonably interferes with the quiet enjoyment of neighboring Canyon Lakes residents.

6. CERTIFICATION & SIGNATURE

By signing below, I certify that: (1) I am the property owner of record; (2) all information provided on this application is true and accurate to the best of my knowledge; (3) I have read, understand, and agree to the insurance, indemnification, and operational requirements set forth in this application; and (4) I understand that CLPOA reserves the right to enforce community rules applied equally to all homeowners.

Signature of Property Owner:

Signature

Printed Name:

Date:

FOR BOARD / ARC USE ONLY

Note: Receipt of this application does not constitute approval. The Board and/or ARC will review the application and respond in writing.

Date Received:			
Received By:			
DSHS License Verified:			
Business License / Inspection Verified:			
COI Received & CLPOA Named:			
ARC Review Required:			
Status:	Approved	Conditional	Pending
Notes:			

HOW TO SUBMIT THIS APPLICATION

Complete all sections, initial all acknowledgments, and attach: (1) WA State DSHS AFH License, (2) City of Kennewick Business License with Home Occupation endorsement, (3) City AFH Submittal Checklist inspection result, and (4) Certificate of Insurance naming CLPOA as Additional Insured. Submit the completed application and all attachments to the CLPOA Community Manager by email or mail. Governing documents and the ARC form are available at: canyonlakespoa.org/documents/ and canyonlakespoa.org/arc/