

**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:** CLPOA Manager, (509) 582-4345; **Email:** CLPOA@canyonlakespoa.org

**Web Site:** www.canyonlakespoa.org

**Property Owner's Names** \_\_\_\_\_

**Current Home Address** \_\_\_\_\_

**New Construction Address or Legal Descripton** \_\_\_\_\_

**Current Phone No.** \_\_\_\_\_ **eMail Address** \_\_\_\_\_

**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 and construction of homes and property. When a property 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.

**Architectural Review Committee (ARC)**

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. Retaining walls (type, location, length, and height)
- 7. Utility line connections (electric, water, telephone, and sewer)
- 8. Driveway and parking area (indicate materials)
- 9. Privacy screening and/or service yard
- 10. Outdoor lighting layout
- 11. North arrow
- 12. Setbacks and easements
- 13. Construction staging and access areas
- 14. 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. A/C compressor location (should not be visible from the street, if possible)
- 9. North arrow
- 10. Trash receptacle storage (locations, how screened, and access)

**ELEVATIONS**

- 1. Scale: Same as plans
- 2. Door and window openings
- 3. All exterior building features (roof, siding, fascia width, 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: \_\_\_\_\_

**Architectural Review Committee (ARC)**

2. Site work:

The Site Plan (required above) must show or describe all planned revisions to the original site, including grading, fill, adjustments to the topography, retaining walls, fountains, or other permanent landscaping structures.

Walks and roads: On the site plan, show the planned location of sidewalks, driveways, and any temporary road that provides access to the building lot.

Plantings: On the landscaping plan, show the locations of trees, shrubs, planting beds, curbs, retaining walls, ground cover, fountains or waterfalls, decorative rocks, and other landscaping features.

3. Foundation:

Type: \_\_\_\_\_

Materials: \_\_\_\_\_

4. Exterior masonry:

Type and color: \_\_\_\_\_

Location: \_\_\_\_\_

5. Exterior metals:

Types and colors: \_\_\_\_\_

Location: \_\_\_\_\_

6. Exterior wood:

Siding (species, grade, pattern): \_\_\_\_\_

Trim (species, grade): \_\_\_\_\_

Exposed framing (color, species, grade): \_\_\_\_\_

7. Roof construction:

Roofing Materials (type, color, and specifications): \_\_\_\_\_

Flashing (materials, color, and type): \_\_\_\_\_

Skylights (location and type): \_\_\_\_\_

8. Exterior openings:

Doors (materials, color, and finish): \_\_\_\_\_

Windows (materials and finish): \_\_\_\_\_

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

Siding: \_\_\_\_\_

Trim: \_\_\_\_\_

Metals: \_\_\_\_\_

**Architectural Review Committee (ARC)**

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): \_\_\_\_\_

**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: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_