

Canyon Lake Villas Homeowner Association (CLVHOA)

CONSTRUCTION OR MAJOR ALTERATION APPLICATION

Date Received by the Villas Architectural Review Committee (VARC) _____

The Villas Architectural Review Committee (VARC), as provided for in the Amended and Restated Declaration of Covenants, Conditions, and Restrictions for the Community of Canyon Lakes exists to maintain high standards of design and construction or major alterations of homes and property. When a property owner wishes to construct a home or make major alterations, an application must be made to the VARC using this form. Completion of the following pages will provide the VARC with the information necessary to review the proposed construction for compliance with the VARC Rules and Guidelines.

The Canyon Lake Villas Homeowner Association follows the guidelines set by the Canyon Lakes Property Owners Association for Architectural Rules and incorporates additional rules specific to the Villas. Please refer to the CLPOA website at www.canyonlakespoa.org to access Villas guidelines. For any questions regarding Villas Architectural Rules, please contact any Villas Board Member directly or via email at: contact.clvhoa@gmail.com or the Villas Architectural Review Committee (VARC) at: clvhoavarc@gmail.com.

NOTE: The Canyon Lake Villas Homeowner Association VARC will meet as needed when an application is submitted. Please ensure the application is received well in advance of the work to be performed, at least one (1) month.

Property Owner(s) Name: _____

Current Address: _____

New Construction Address or Legal: _____

Phone: _____ Email: _____

Architect/Designer: _____ Phone: _____

General Contractor: _____ Phone: _____

Procedure for VARC Project Approval

- 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 VARC will be mailed/emailed to you as soon as possible.
- Submit one complete set of architectural/construction documents as outlined on the following pages. This set of plans will remain in the permanent files of the VARC.
- Please submit the plan review fee for new homes of \$250 which covers costs of the VARC to ensure satisfactory compliance with CLPOA and CLVHOA Architectural Rules and guidelines. A refund of \$125 will be paid upon satisfactory completion of construction and landscaping project when approved by a VARC representative.
- The following is a checklist of items which must be included with the Application to VARC for Approval of Construction or Major Alteration submittal and will be reviewed by the VARC prior to approval of any proposed construction. Please indicate each item included. If an item is not listed, please provide a detailed description. Additional information may be requested if necessary.

One Site Plan (including the following information)

Minimum Scale: 1" = 20'	Driveway & parking area (specify materials)
North arrow	Retaining walls (location, length & height, type & materials)
Property lines	Landscaping plan (tree locations/major alterations)
Structure locations (house, garage, deck, etc.)	Privacy screening and/or service yard
Setbacks & easements	Outdoor lighting plan
Topography (existing & proposed changes)	Construction & staging access area
Utility connections (electricity, natural gas, water & sewer)	Temporary construction structures
Other:	

Floor Plans

One complete set of architectural/construction plans ¼" = 1' scale for review including the following information:

Building Elevations	Stairway detail – (headroom, rise/run and handrail detail) if applicable
North arrow	Foundation plan
Floor plan – rooms labeled	Decks & porches
Cross section – showing foundation (stem wall or monolithic), floor joists, wall framing and all insulation values	Exterior finishes – (roofing, siding fascia width, fireplace, railings, trims, foundation, etc.)
Electric & natural gas meter locations	Exterior finishes -
Electrical plans	Truss plans
Trash receptacle storage	HVAC equipment placement (not visible from street
Decks and porches	Exterior lighting

Landscaping Plans

Utilizing the Site Plan, illustrate the landscaping plans to include:

Minimum Scale: 1" = 20'	Driveway & parking area (specify materials)
North arrow	Retaining walls (location, length & height, type & materials)
Property lines	Privacy screening and/or service yard
Structure locations (house, garage, deck, etc.)	Trees, shrubs, & plants (name, size & location)
Setbacks & easements	Outdoor lighting plan
Topography (existing & proposed changes)	Pools & Hot tubs (size & type)
Sheds (size & type)	Decks (size & materials)
Fencing (location, type, size & color)	Hardscape (boulders, rocks)
Fountains/waterfalls	Other:

Description of Project Scope of Work and Construction Procedures

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 _____

Site work:

The Site Plan (required above) must illustrate 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, indicate 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.

Foundation:

- Type: _____
- Materials: _____

Exterior masonry:

- Type and color: _____
- Location: _____

Exterior metals:

- Types and colors: _____
- Location: _____

Exterior wood:

- Siding (species, grade, pattern) _____

- Trim (species, grade) _____
- Exposed framing (color, species, grade) _____

Roof construction:

- Roofing materials (type, color, and specifications) _____
- Flashing (materials, color, and type) _____
- Skylights (location and type) _____

Exterior openings:

- Doors (materials, color and finish) _____
- Windows (materials and finish) _____

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

- Siding _____
- Trim _____
- Metals _____

Exterior light fixtures (detailed description): _____

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

Estimated completion date (all exterior work): _____

Construction or Major Alteration Agreement

As a prospective homebuilder, I/we have read the current VARC Rules and Guidelines and fully understand the requirements of this application to the VARC for Approval of Construction or Major Alteration.

Enclosed is a Construction or Major Alteration deposit fee of \$250, of which \$125 will be refunded upon a satisfactory final inspection by a representative of the VARC.

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

If this application is approved, I/we accept full responsibility for any actions of the vendor or contractor or their employees for any damages or alteration which may occur to Canyon Lake Villas Homeowner Association common areas or other homeowner property resulting from this project and agree to replace or restore such damaged property to its original pre-construction condition. I/we further state that I/we will be responsible to obtain all appropriate permits, licenses, or insurance as may be required by city, county, or state agencies prior to commencement of this project.

Signature(s) _____

Date of application: _____ Estimated start date: _____

Disclaimer: Plans are reviewed for the limited purpose of determining aesthetic compatibility with the community in general in the opinion of the approving authority Canyon Lake Villas Homeowner Association Architectural Review Committee (CLVHOA/VARC), and whether the plan complies with the Declaration of Covenants, Conditions and Restrictions. No review has been made with respect to functionality, safety, compliance with governmental regulations, or otherwise, and no reliance on approval should be made by any party with respect to such matters.

Villas Architectural Review Committee Signatures:

Member Name	Member Signature	Approve	Disapprove	Date

VARC Committee comments:
