



Shaunessy Homeowner's Association

Architectural Control Committee Building & Improvement Application Form

WARNING: CONSTRUCTION MAY NOT BEGIN UNTIL APPROVAL FROM THE ACC HAS BEEN OBTAINED Form

Instructions:

The following instructions will help assist you in preparing a complete building application form. Incomplete forms will not be accepted. Once this form has been completed, print this form (faxing or mailing to the Management Company after applying your signature).

Submit one (1) each of the following by fax or US Mail:

- 1) This ACC Building & Improvement Application form - all fields are required. 2) **A lot plan showing your home with setbacks for driveways, walkways and utility lines. Include location of the building or lot improvement you wish to make. (A lot plan is attached for your use, if needed)**
- 3) Certification of square footage, if your request is for a structure, building addition or alteration.

Plans for the building application must be submitted prior to starting construction for the following improvements:

- | | | | | | |
|--------------|---------------|--|--------------------------------|---------|--------------------------------|
| *Fence | *Wall | *Exterior Addition, Alteration, Painting | *Kennel/Dog Run | *Garage | *Satellite Dish |
| *Landscaping | *Storage Shed | *Patio | *Concrete Pathway or extension | *Deck | *Shade Structures *Patio Doors |

*Some lot improvements may require a **Snohomish County Building Permit**. The homeowner is responsible for compliance with and obtaining all permits as required by law. Snohomish County PDS can be reached at (425) 388-3311 or online at <http://www1.co.snohomish.wa.us/Departments/PDS/>*

Building Permits are the responsibility of the homeowner.

Other Specific Requirements:

- 1) The construction of the site shall be kept in a clean, workmanlike order. Adjacent lots, streets, and common areas shall be kept free of construction materials, waste and debris.
- 2) Erosion control measures shall be installed and maintained to Snohomish County and State codes prior to commencing any excavation. In performing any grading, site improvements or construction upon the premises, adequate provision shall be made for handling the run-off of surface waters in a manner which will not damage streets or adjoining properties. At all times, construction shall be conducted in such a manner as to preserve lateral support for adjoining properties and prevent any significant adverse impact to adjacent lots.
- 3) Construction shall be completed in accordance with the approved plans and comply with the Declaration of Covenants, Conditions, Restrictions and Easements for the Shaunessy Homeowner's Association, and any supplemental filings.

Homeowner Name* Division* Lot Number*

Lot Address*

Contact Phone* Alternate Phone Email

Detailed Description of Your Request*

Fields marked with an Asterisk (*) are required.

List of all materials used in this project*

Exterior Colors

Primary

Trim

Accent

THE UNDERSIGNED OWNER/CONTRACTOR COMPLETELY UNDERSTANDS THE ABOVE REQUIREMENTS, CC&R'S AND ITS TERMS FOR CONSTRUCTION WITHIN THE SHAUNESSY RESIDENTIAL DEVELOPMENT AND TAKES FULL RESPONSIBILITY FOR COMPLIANCE WITH SAME. IT IS THE INTENTION OF THE ACC AND THE BOARD TO PROVIDE FEEDBACK AND/OR APPROVAL WITHIN 30 DAYS OF THE RECEIPT OF ALL REQUIRED DOCUMENTATION. HOWEVER, EXTENUATING CIRCUMSTANCES MAY REQUIRE MORE THAN 30 DAYS. YOU WILL BE CONTACTED IF AN EXTENSION IS REQUIRED. UNDER NO CIRCUMSTANCES SHALL ANY WORK BEGIN PRIOR TO THE OFFICIAL WRITTEN APPROVAL AS PROVIDED BY THIS PROCESS. [PROJECTS STARTED OR COMPLETED WITHOUT APPROVAL MAY BE SUBJECT TO FINE AS OUTLINED IN THE SHAUNESSY CC&R'S OR THE RESIDENT MAY BE REQUIRED TO REMOVE OR REINSTATE THE MODIFICATION TO THE ORIGINAL STATE OF THE PROPERTY.]. Date*

Owner's Signature

FOR ACC USE ONLY

Approved on behalf of the ACC Committee by:

Date

APPROVED BY THE ARCHITECTURAL CONTROL COMMITTEE SUBJECT TO THE FOLLOWING CONDITIONS:

Attach any drawings, paint chips or samples, along with a copy of this completed form, and any other required documents to:

Shaunessy Architectural Control Committee

C/O Port Gardner Management
PO Box 1007, Everett, WA 98206
Fax: 425-491-7188 Email:
ACC@Shaunessy.Net