

## **ACC MODIFICATION PROCEDURE**

Completed applications, material samples, color chips, drawings etc., should be given to any ACC member.

Please be sure to adequately describe the work you are proposing to do. If you have any questions, feel free to contact any member of the ACC directly. If your request is not clear, the ACC may deny your request pending submittal of clarifying information. Save yourself and the ACC some time - if you're not sure, ask.

The following information must accompany your application:

Site Plan: A site plan is most easily prepared by submitting a copy of your property plat. Proposed changes/additions should be indicated, including dimensions and distances from adjacent properties and houses.

Materials and Colors: Samples of the materials (where practical), colors to be used and an indication of the relationship to existing materials and colors must be provided. In most cases, a statement that the "proposed deck," for example, "is to be painted to match existing house" is sufficient. If the proposed color(s) are not the same as the existing colors, color chips must be submitted for clarity. All applications involving paint must have color number(s) and paint chips attached or the application will be returned. Contact ACC Chair to review color palate.

Drawings and Photographs: A drawing of your proposed change/addition must be provided. Do not worry about any shortcomings in your drafting or artistic ability. Where applicable, submit manufacturer's literature or photographs as well as freehand or mechanical drawings. The amount of detail must be consistent with the complexity of the proposal. Relationships of architectural features such as existing and proposed roof lines, window sizes and locations, building heights, roof slopes, etc. must be shown.

Acknowledgement of Neighbors: Your application to the ACC must include the signature of all other homeowners who will be affected by the proposed construction, color change, etc. Your neighbor's signature DOES NOT constitute their agreement. It simply demonstrates to the ACC that you have informed them of your plans and allows them time to review and voice any concerns in a timely manner.

Third Party Comments: If a neighbor has concerns with your proposed work, they will have seven days from the date of their signature to register their concerns with the Association. The ACC will then consider their concerns along with your application. Ultimately, however, the ACC decision will be based on the standards set forth in the CCR's, Design Guidelines and this document.

Dates: The estimated start date and completion date of the proposed work must be included on the application. Your work must be completed within 1 year of approval.

**LICORICE FERN II**  
**ARCHITECTURAL CONTROL MODIFICATION APPLICATION**

Date Received: \_\_\_\_\_  
Application #: \_\_\_\_\_

1. Name: \_\_\_\_\_ Address: \_\_\_\_\_  
Phase: \_\_\_ Lot: \_\_\_ Phone: \_\_\_\_\_ (Home) \_\_\_\_\_ (Work) Email \_\_\_\_\_

INSTRUCTIONS: For detailed instructions and attachment requirements, please refer to ACC Guidelines, procedures and instructions. NO application will be reviewed without COMPLETE information and/or plans. Please read the instructions carefully in order to avoid unnecessary delays in processing. **THIS COMPLETED FORM AND ALL ATTACHMENTS MUST BE TURNED IN TO AN ACC MEMBER. PLEASE COMPLETE THIS FORM IN INK.**

2. Description of Proposed Work: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

3. Estimated Start Date: \_\_\_\_\_ Estimated Completion Date: \_\_\_\_\_ (Within 1 year of approval)

4. Acknowledgement of property owners who are adjacent or have a view of the proposed work.

Name: _____	Lot#: _____	Date: _____
Name: _____	Lot#: _____	Date: _____
Name: _____	Lot#: _____	Date: _____
Name: _____	Lot#: _____	Date: _____
Name: _____	Lot#: _____	Date: _____

**Note to Other Property Owners: Your signature does not constitute your approval. It indicates only that you are aware of the applicant's intention. If you have concerns with the proposed work, please notify the ACC in writing - within seven days of the date of your signature.**

5. ACKNOWLEDGEMENT OF APPLICANT: I have read and acknowledge the Architectural Controls, and have signed the instructions page for this form which govern the procedure for undertaking any addition or alteration to my property.

**APPLICATIONS *MUST BE TURNED IN ONE WEEK PRIOR MEETING TO BE CONSIDERED.***

Owner's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

=====+  
FOR ACC/BOARD USE ONLY: Recommended: \_\_\_\_\_ Not Recommended: \_\_\_\_\_ Date: \_\_\_\_\_  
Initials of ACC Members: \_\_\_\_\_

Conditions of Approval: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_ Approved \_\_\_ Denied \_\_\_\_\_ Date: \_\_\_\_\_

\_\_\_\_\_  
Licorice Fern Board

## **ACC MODIFICATION INSTRUCTIONS**

For detailed instructions, refer to the Architectural Control Guidelines. For specific information, refer to the section pertaining to the type of work you are proposing. In addition to this application, you must submit the following attachments:

1. A site plan with the location of the proposed work.
2. Drawings or illustrations of the proposed work showing the design. The amount of detail must be consistent with the complexity of the proposal. Relationships of architectural features such as existing and proposed roof lines, window sizes and locations, building heights, roof slopes, etc. must be shown.
3. Description of materials to be used and include all samples i.e. paint chips.
4. Color: Note whether the color will match the existing house or trim of house, or attach a color chip for other color. **A color chart exhibiting acceptable colors is available for review, contact the ACC Chair.**
5. Grading plan if changes in grade or other conditions will affect drainage. **NOTE:** If your work will alter drainage patterns of adjacent properties, you **MUST** obtain the signature of the owner(s) who will be affected.

### **ACKNOWLEDGEMENT OF APPLICANT:**

1. I understand that construction of certain projects requires that I obtain a King County (and possibly other government jurisdiction) building permit(s). Approval of the proposed work by the ACC does not affect or remove that requirement.
2. I understand that starting any work prior to written ACC approval is not allowed and that if alteration or construction is done and this application is not approved, I may be required to return the property to its former condition at my own expense and that I may be required to pay all legal expenses incurred by myself and/or by the Licorice Fern II Homeowners Association if legal action becomes necessary.
3. I understand that members of the Architectural Control Committee may enter on my property to make reasonable inspection of the proposed work locations only with my prior approval. Without this approval, the ACC may be forced to deny the proposed work due to lack of facts on which to base a decision.
4. I am aware of the Licorice Fern II Covenants, Conditions and Restrictions (CC&R's) and Architectural Control Guidelines.
5. The proposed work must be complete within 1 year of approval of the application by the ACC.
6. I understand that approval is contingent upon all work being completed in a workman-like manner with quality equal to or better than the original home construction.
7. I understand that if I disagree with the ACC ruling, I may appeal the decision as outlined in the Architectural Control Guidelines.

Owners Signature: \_\_\_\_\_ Date: \_\_\_\_\_