

Newberg Crest Homeowners Association



Architectural Change and Improvement Request Form and Memorandum

Print this 3 page document. The memorandum, the instructions and the ACC form.

**Please take the time to read the instruction page for the Architectural
Change and Improvement Request Form.**

ACC requests must have the appropriate supporting documentation as described
On the instruction page. Incomplete requests will be returned to the homeowner,
delaying the review process.

Repainting or re-staining your house (trim and/or field colors) even when using
the same colors requires the submission of an Architectural Improvement
Request Form and color chips (paint samples) to the ACC.

Plan well in advance. Per the governing documents, the ACC has 20 days to
review your request. The ACC does not wait for their monthly meeting to review
requests. Requests are reviewed throughout the month.

You may mail your request and supporting documentation to:

**The Architectural Control Committee for Newberg Crest
PO Box 1105
Snohomish, WA 98291**



NEWBERG CREST HOME OWNERS' ASSOCIATION ACC FORM

How long will the ACC approval/disapproval process take?

Per the NCHOA CC&R's, the ACC may take up to 20 days, from the receipt of the request, to render decisions. Committee actions require two signatures.

Committee members evaluate applications throughout the month and do not always wait for Committee meetings to render a decision. Please plan well in advance so that the Committee can make informed decisions to the benefit of the entire community.

What do you need to submit?

Along with the Architectural Request Form, please submit:

- Cover letter or memo with applicants signature;
- 2 copies of supporting materials including brochures, blue prints, color samples, site plans, elevation drawings, etc., which will best describe your proposal;
- It is imperative you include your phone, alternate form and email within your application form;
- Include the appropriate Plan Check Fee with your request (\$200 new home construction, \$75 planned improvements including landscaping)
- Incomplete or unclear applications will be returned to the homeowner and will delay the review process.

One copy of the application will remain on file with the Board of Directors and one copy, with comments as necessary, will be returned by mail or personal delivery to the applicant indicating the decision of the Committee.

Architectural and Landscape Improvements – Submit two (2) copies of a site plan, material descriptions, construction drawings and any elevation drawings which are necessary to adequately explain your improvement. Plans need not be professionally prepared, but must be adequate to fully describe the improvement. Photographs are often helpful. If a manufactured improvement is planned such as, but not limited to, a gazebo, sun porch, awning, storage shed or spa, a manufacturer's brochure is required with your request.

Painting – Submit paint samples of your requested colors (**even** if repainting in the same color) and describe the colors of the house immediately next door (e.g. light tan base, cream trim). It is preferable that a photograph of your home and each neighbor's be submitted. Touch up painting using the same paint currently on the home does not require pre-approval.

Fencing – All perimeter (lot line) fencing shall be of the approved fencing type only, and may be required to be stained in an approved color.

Mechanical Equipment/Utilities – Air conditioners, heating equipment, etc., shall be installed as an integral part of the architecture whenever possible.

Storage Sheds – All ancillary structures, such as green houses, storage sheds, patio covers, arbors, cabanas, etc., shall be approved by the Committee. Any such structures shall be sited and designed to be compatible with the house and all adjacent houses, fences, etc. In no case shall ancillary structures be located within the setbacks required by the County.

General guidelines for storage sheds and ancillary structures are:

- The shed must have a roof similar to that of the dwelling (i.e. wood shake);
- The shed must be compatible with the house (i.e. same color/staining and materials as the home – wood siding and/or brick),
- The shed must reside clear of the setbacks required by the County, and
- The shed must be free standing, fully enclosing the property bounded by the shed. Metal storage sheds are not allowed.

Additional Information:

- Any approval does not apply to drainage from your lot or neighboring lots. Careful study pertaining to the proper drainage of both irrigation and storm drainage should be made of your and your neighbors' lots by qualified individuals. Maintaining proper drainage is the sole responsibility of the applicant.
- It is the responsibility of the applicant to accurately identify lot lines, property lines, easements and setbacks.
- It is the responsibility of the applicant to insure that all appropriate building permits are applied for and obtained from the local building authority.
- Homeowners should review the Covenants and the Newberg Crest Guidelines prior to submitting requests to the Architectural Control Committee.



Submit to:
NCHA – ACC Committee
PO Box 1105
Snohomish, WA 98291
Newberghoa@gmail.com

NEWBERG CREST HOME OWNERS' ASSOCIATION ACC FORM

For NC HOA BOD use only

Date Received:
Date Forwarded to ACC:

Homeowner Name:

Mailing Address:

Newberg Crest Address:

Lot #:

Email:

Phone:
Alternate Phone:

☐ New Home Building Plans ☐ New Addition (sheds, etc) ☐ New Fencing
☐ Repainting/Staining ☐ Landscaping ☐ Change Fencing
☐ Other (summarize) _____

Scope and description of proposed project:

Proposed Completion Date:

I understand that I must receive approval from the Architectural Control Committee in order to proceed. I understand ACC approval does not constitute approval of the local/county building department and that I may be required to obtain a building permit. I agree to complete improvements promptly after receiving approval. I have read the accompanying information and will comply with the community guidelines. I understand that all projects are subject to final inspection by the ACC.

Homeowner Signature: _____ Date: _____

Committee Action – Two Signatures required

- ☐ Action suspended pending submission of the items listed:
☐ Request is approved as submitted.
☐ Request is approved subject to the requirements stated.
☐ Request is disapproved for reasons stated.

Signatures: