

Brighton at Mill Creek Homeowners Association
Architectural Review Committee
Application for Additions and/or Alterations to Property

Submit this form through the Homeowner Portal at <https://macphersonspm.appfolio.com/oportal/>. On your Home Page you will find the link titled "View and add ACC plans", and then you will click "Add New" to create a new submission. This form must be attached to your submission, along with the supporting documents outlined below in Section IV. You may send via email to: infohoa@macphersonspm.com. The Board will have 30 days to review and respond to the application, and the work cannot begin until the Board's response is received. **Questions: (425) 747-5900**

SECTION I – Applicant Information:	
Name:	
Property Address:	
Home Phone:	Email:
Mailing Address (If different from property address):	
SECTION II – Project Information – (please review HOA Rules & Regulations pertaining to your project)	
<u>Type of Request:</u>	
<input type="checkbox"/> Exterior Paint / Siding	<input type="checkbox"/> Repair or Replace Roof / Gutters / Trim
<input type="checkbox"/> Patio / Deck / Balcony	<input type="checkbox"/> Major Exterior Alteration (Room Addition, etc.)
<input type="checkbox"/> Fence / Privacy Screen	<input type="checkbox"/> Major Landscaping / Rockery / Walkways
<input type="checkbox"/> Heating / AC System	<input type="checkbox"/> Recreation Equipment (Trampoline, play set, pool, hot tub, etc.)
<input type="checkbox"/> Storage Shed / Playhouse	<input type="checkbox"/> Sun Control Devices (Pergola, arbor, trellis, etc.)
<input type="checkbox"/> Exterior Door / Window / Skylight	<input type="checkbox"/> Other _____
<u>Work performed by:</u>	
<input type="checkbox"/> Homeowner	<input type="checkbox"/> Contractor: _____
Estimated Start Date:	Estimated Completion Date:
<u>Detailed description of proposed project:</u>	

Does the project require city permits? <input type="checkbox"/> Yes <input type="checkbox"/> No	
<small>(Copies of city permits are required after approval but prior to project commencement)</small>	

SECTION III – Check List
<input type="checkbox"/> Completed Request Form (Including neighbor signatures & applicant signature)
<input type="checkbox"/> Plat plan of property showing lot dimensions
<input type="checkbox"/> Current color photo of house or property (depending on type of request)
<input type="checkbox"/> Scaled drawing or professional plans depicting:
<input type="checkbox"/> Location of project on property
<input type="checkbox"/> Elevations & Dimensions (height, width, length, etc.)
<input type="checkbox"/> Existing and/or proposed drainage
<input type="checkbox"/> Detailed description of materials to be used
<input type="checkbox"/> Color/Material Samples (if applicable)
<input type="checkbox"/> Paint/Stain chips
<input type="checkbox"/> Roof or Siding Material
<input type="checkbox"/> Any processed or man made materials (composite materials, polycarbonates, etc.)

- ___ Product brochure or Manufacturers Literature to include:
- ___ Product photo
- ___ Product Description/Specs
- ___ Product Noise Levels or DB (AC/Heating, pools, hot tubs, etc.)

SECTION IV – Applicant Acknowledgement

1. I understand that an application lacking sufficient detail will be returned to me for additional information and thus delay the review process.
2. I understand that a decision will be made within thirty (30) days of the HOA Office receiving a complete application.
3. I understand that I may not commence any work on this project without written approval from the Board. If alteration or construction begins without written approval, I will be required to return the property to its former condition at my own expense as well as any fines that may occur in the event my application is denied.
4. I understand that should I decide to change or modify the plans for this project, I will submit a follow-up application with any changes to the HOA and wait for additional approval.
5. I understand that approval by the Board does not constitute approval by the City or County or any other agency with governing jurisdiction, nor does the Board review applications for structural integrity. I further understand that it is my sole responsibility to ensure that the project meets all applicable codes and/or setback specifications and have all other necessary permits and/or approval needed.
6. I understand that approval by the Board expires one year from the date of the written approval letter and should I fail to commence the project within that time period, I will be required to re-submit my application for approval.
7. I understand that all work must be completed in a reasonable and timely manner appropriate to the proposed project and shall be completed in a workman-like manner with quality equal to or better than the original construction.
8. I understand that if my application is denied that I have the right to appeal the decision before the Board. I have thirty (30) days from the date of the original denial letter to submit my written request for reconsideration via the HOA Office. The Board will then have thirty (30) days in which to review the application and render a decision. Any determination made by the Board shall be final and binding.

SECTION V – Applicant Signature

I have read and understand the Covenants, Conditions & Restrictions, Rules & Regulations and the instructions as listed above which govern the procedure for undertaking any addition or alteration to my property.

Applicant Signature: _____ Date: _____

Disclaimer of Liability or Warranty. The approval of plans and specifications by the Architectural Review Committee applies only to the style, exterior finishes, appearance, and general location of the structures shown in such plans and specifications and shall not be relied upon as an approval or warranty regarding engineering and structural design, building or zoning code compliance, feasibility or marketability for any purpose, or compliance with applicable building ordinances, standards, or regulations.