



OLYMPIA Request to Architectural Review Committee for Approval to Modify Property

To be filled in by Applicant (please print):

Name of Applicant(s) _____

Mailing Address _____

Unit (Lot) Address _____

Village _____ Model Type _____

Email _____ Phone _____

In accordance with requirements of the Architectural Review Committee of the Master Association and / or the requirements of the Village Association to which I belong, I hereby request approval for the following modification: **(Describe below the modification requested)**

No work may commence until both the Village Association and Master Association have returned a signed approval of this form.

Applicant's Signature _____ Date _____

Instructions

1. Complete all items. Sign where required above. Submit to the Village Association. The Village Association will forward it to the Master Association for further review.
2. Please consult the Association documents for proper approval procedures.
3. One complete set of plans and specifications prepared by an architect, landscape architect, engineer or other qualified person shall be attached to this application.
4. Information contained in these plans and specifications must show the nature, kind, shape, height, materials, color scheme and location of the requested change or alteration, depending on the type of modification requested.
5. One copy of the final Lot Survey indicating the location and dimensions of the proposed modifications are also to be attached.
6. As a condition precedent to granting any request for a change, alteration or addition, the applicant, his heirs and assigns, hereby assumes sole responsibility for the repair, maintenance or replacement of any such addition, alteration, or change and shall indemnify and hold each Association harmless from and against all claims, causes of action and expenses (including attorneys' fees) made against each Association in connection with, or as a result of, the modification to be performed under this request.
7. The applicant assumes all responsibility for any infringement on or interference with existing facilities and easements on the property.
8. An approval or denial for each applicable Association will be delivered within 30 days after that Association's receipt of this request together with all required materials.
9. Approval of this request does not constitute approval of the structural integrity or building code conformance of the requested modification, and is intended solely to maintain harmonious visual aesthetics within the community.
10. All applicable governmental permits or approvals must be obtained by the applicant and a copy furnished to the Architectural Review Committee before work is to begin.

Village Association Action Taken

Your request is Approved _____ Conditionally Approved _____ Disapproved _____ Incomplete _____

The following information is required or approval is conditioned upon:

Name of Village Association _____

Village Signature _____ Date _____

Master Association Action Taken

Your request is Approved _____ Conditionally Approved _____ Disapproved _____ Incomplete _____

The following information is required or approval is conditioned upon:

The Architectural Review Committee of the Master Association

Master Signature _____ Date _____

Olympia Master Association - Architectural Review Committee

List of supporting documents required to be submitted along with ARC Form

SWIMMING POOL/SPA

Valid Contractor's License
Current Contractor's Insurance
Lot Survey with Project Drawing
Village of Wellington Permit
\$500 Deposit

FENCE

Valid Contractor's License
Current Contractor's Insurance
Lot Survey with Project Drawing
Village of Wellington Permit
Description of fence (material, color, height and location of gates)
*Rear gate must be installed unless lot backs to another property.

SCREEN ENCLOSURES

Valid Contractor's License
Current Contractor's Insurance
Lot Survey with Project Drawing
Village of Wellington Permit

HURRICANE SHUTTERS

Valid Contractor's License
Current Contractor's Insurance
Lot Survey with Project Drawing
Village of Wellington Permit

DRIVEWAY EXTENSIONS

Valid Contractor's License
Current Contractor's Insurance
Lot Survey with Project Drawing
Village of Wellington Permit
* Paver Color MUST match current pavers

PAINT

Valid Contractor's License
Current Contractor's Insurance
* Paint color MUST match roof color scheme if not painting same color

GARAGE/FRONT DOORS FAUX-WOOD PAINT

Valid Contractor's License
Current Contractor's Insurance
Sample color chip/photo of proposed grain finish

OTHER PROJECTS – Depending on the project the following are required: (Additional information not listed may be requested by the ARC)

- * Contractor's License – For any project unless done by homeowner (self) or Indian Tribe
- * Contractor's Insurance - For any project unless done by homeowner (self)
- * Lot Survey with project drawing – For any project (addition, alteration, removal) that is not paint related
- * Village of Wellington Permit – For any structural project (addition, alteration, removal); including Tikki Huts, Awnings, Trellis, etc.

PLEASE NOTE:

SUBMISSION OF THE REQUIRED DOCUMENTS DOES NOT GUARANTEE THE PROJECT WILL BE APPROVED.

THE COMMITTEE MAY REQUIRE ADDITIONAL INFORMATION IN ORDER TO CONSIDER YOUR REQUEST.

PLEASE DO NOT BEGIN ANY PROJECT UNTIL YOU ARE ADVISED THAT YOU HAVE BEEN APPROVED.