

JESSE'S BLUFF HOME OWNERS ASSOCIATION
ARCHITECTURAL IMPROVEMENT REQUEST FORM

WORK MAY NOT COMMENCE UNTIL APPROVAL IS RECEIVED IN WRITING

TO: Jesse's Bluff Architectural Committee/JBAC
P. O. Box 28458
Spokane, WA 99228

Name of Applicant: _____

Address: _____

City: Spokane State: WA Zip: 99208

Telephone: (H) _____ (Cell) _____

Proposed Improvement: (only one improvement per application; examples: deck, shed, porch, cement slab, fence etc.)

Applicant must complete the following and submit with application:

1. Site plan showing size, shape and locations of improvement to residence and to adjoining properties (including specific dimensions of improvement and distances to adjoining properties).
2. Manufacturer's brochure, if available.
3. Color Samples, if applicable
4. Architectural plans/drawings (for major additions/improvements).
5. Detailed written description of improvement(if not provided application will be returned pending additional information):
6. Grade on the lots can not be changed , per CC&R 4:11, at any time

Applicant hereby warrants that Applicant shall assume full responsibility for:

- i. All landscaping, grading and/or drainage issues relating to the improvements.
- ii. Our approval does not negate the applicants need to obtain all require government permits or required dig inspections or complying with all applicable County ordinances;
- iii. Complying with all applicable County ordinances;
- iv. Any damage to adjoining property (**including common area**) or injury to third persons associated with the improvements.
- v. Applicant hereby states that they have read the Jesse's bluff CC&R guidelines and agree that all work performed will be in compliance with those guidelines.

Signature of Applicant

Date

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ARCHITECTURAL REVIEW BOARD RESPONSE

Please allow 7 to 10 business days for response and work may not begin until approval is received in writing.

Date Application Received: _____

_____ **Request approved as submitted** (*changes to plans from original approval must be resubmitted for re-approval*)

_____ **Request approved subject to:** _____

_____ **Response suspended pending submission of:** _____

_____ **Request disapproved (remarks):** _____

Jesse's Bluff Architectural Committee

Signatures (two signatures required)

Date

JESSE'S BLUFF HOME OWNERS ASSOCIATION

Architectural Improvement Question and Answers

Who is required to submit for Architectural Improvement Request?

All home owners are required to submit an Architectural Improvement Request Form regardless of if they are doing the work themselves or contracting the job out.

How long will the Architectural improvement Request process take?

Most routine decisions made by the Committee may take 7 to 10 business day but not to exceed 30 calendar days. Committee actions require two signatures. You should submit your request to Jesse's Bluff Home Owners Association address so that the Secretary of the HOA can coordinate the distribution of the request to the appropriate Committee members. Committee members evaluate applications throughout the month and do not always wait for Committee meeting to render a decision. **Request which may not be routine (i.e. addition to the house) may require a full 45 day review period. 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 Improvement Request Form, you should also submit any supporting materials including brochures, blue prints, color samples, site plans, elevations drawings, etc., which will best describe your proposal. Incomplete or unclear application will be returned to the homeowner and will delay the review process. A copy of the application will remain on file with the Committee and one copy, with comments as necessary, will be returned by mail to the applicant indication the decision of the Committee.

Alteration and/or Improvement to Property – 4.10 With the exception of work carried out to further the completion of the Property, no residence, building, fence, wall, obstruction, balcony, screen patio, patio cover, tent, awning, carport, carport cover, improvement, or structure of any kind, shall be commenced, erected, painted or maintained within the Property, nor shall any alternation or improvement of any kind be made thereto until the color of the same has been approved in writing by the Architectural Committee...

Roofing – 4.14 All roofs shall be constructed of 30-year architectural composition shingles of good quality, or tile or comparable alternate product, as approved by the committee.

Architectural and Landscape Improvements – Submit a copy 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, a manufacturer's brochure should also be submitted.

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, Walls – No fence, wall, hedge or mass planting, other than foundation planting, may extend nearer to a street than the minimum setback line of the dwelling as constructed. However, nothing in this subparagraph shall prevent the erection of a necessary retaining wall. No wire, cyclone or metal fencing of any kind shall be placed so as to be visible from outside any Building Lot. A cyclone fence for purposes of construction a dog run, or similar enclosure, shall be permitted so long as the same is screened from view from outside the Building Lot by permitted fencing, sight-obscuring landscaping, or similar screening.

Accessory Buildings – In addition to the dwelling and garage, each Owner shall be entitled to construct up to two accessory buildings on each Building Lot. All such accessory buildings shall be placed within the rear or interior side yard of each Building Lot and shall be constructed in design and material consistent with architecture, material, exterior appearance and color scheme of the dwelling on such Building Lot.