



Issaquah Highlands Architectural Improvement Application for High Street Center Commercial Properties

Owner Name: _____ Date Submitted _____

Tenant Name: _____ Business Name: _____

Address: _____ Division # _____ Lot # _____

Phone Number _____ E-mail _____

Alternate Phone _____ Estimated start date _____

Estimated completion date _____

Type of Project (check all that apply)

Initial Construction _____

Revisions to Previously Submitted Plans _____

Signage _____

Utility _____

Building exterior _____

Landscape _____

Other _____

Project Description: _____

Location _____ Size _____

Color _____ Materials _____

Owners should consider consulting with an experienced professional regarding complex projects to ensure compliance with city codes and community standards. In the event the ARC determines the project requires expert review, the ARC shall notify owners and provide appropriate guidance.

Vendor Information Name: _____ Phone: _____ Email: _____

Required Attachments: ARC completed checklist with required attachments Fee paid : _____

☐ Approved Application

☐ Approved App. with conditions

☐ Denied App.

Reasons/Conditions _____

Committee Member: _____

Date: _____



SUBMITTAL CHECKLIST

- ☐ **Site Plan:** Submit a copy of a site plan. This 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. All proposed changes must be contained within your property and meet minimum set-back requirements. It is your responsibility to verify this information.
- ☐ **Materials and Colors -** Samples of the materials and colors to be used and their placement must be submitted. 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 not be reviewed until the information is received and the application complete.
- ☐ **Drawings and Photographs:** A drawing of your proposed change/addition must be provided. 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 rooflines, window sizes and locations, building heights, roof slopes, etc. must be shown.
- ☐ **Landscape Submittals:** In addition to the site plan and drawings/photographs, the species of plants and trees and any drainage issues must also be addressed.
- ☐ **Third Party Comments:** If a neighbor has concerns with your proposed work, they will have seven (7) days from the date of their notification to register their concerns with the Architectural Review Committee in writing. The ARC will then consider their concerns along with your application. Ultimately, however, the ARC decision will be based on the standards set forth in the Issaquah Highlands Architectural Standards, the Urban Design Guidelines, and the CC&Rs.
- ☐ **Dates:** The estimated start date and completion date of the proposed work must be included on the application. Your work must be completed within one (1) year after commencement per the CC&Rs.
- ☐ **Review Fee(s):** **General Review Fee (signage): \$110.00. Remodeling/Additions Review Fee: \$175.00, Landscape Project Inspection Fee: \$225.00 if applicable. Additional fee may apply depending on project. Please make checks payable to IHCA High Street Center and return with completed application to 1011 NE High Street Suite 210 Issaquah ,WA 98029**

NOTICE: INCOMPLETE APPLICATIONS WILL BE RETURNED, IF THE APPLICATION IS NOT RETURNED IN 60 DAYS AN APPLICATION FEE OF \$25.00 IS REQUIRED FOR RESUBMITTAL.

NOTICE: IT IS THE RESPONSIBILITY OF THE HOMEOWNER TO DETERMINE IF GOVERNMENT BODY (CITY OF ISSAQUAH, ETC.) APPROVAL IS NEEDED IN ADDITION TO ARC APPROVAL. ARC APPROVAL DOES NOT INCLUDE GOVERNMENT BODY APPROVAL AND APPROVAL BY A GOVERNMENT BODY DOES NOT RELIEVE THE HOMEOWNER FROM OBTAINING ARC APPROVAL.



ACKNOWLEDGEMENT OF APPLICANT

1. I understand that construction of certain projects requires that I obtain a City of Issaquah/King County (and possibly other government jurisdiction) building permit(s). Approval of the proposed work by the ARC does not affect or remove that requirement. ARC review is based on ARC'S internal guidelines and does not specifically apply the guidelines of the City of Issaquah, King County or any other applicable governmental entity.
2. I understand that all work must be contained within my property and I am responsible for verifying property lines. It is also my responsibility to construct my approved changes to the exact conditions approved by the ARC.
3. I understand that starting any work prior to written ARC notification or 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 Issaquah Highlands Community Association if legal action becomes necessary.
4. I understand that members of the Architectural Review Committee may enter on my property to make reasonable inspection of the proposed work locations only with my prior approval and I hereby give my permission for that. Without this approval, the ARC may be forced to deny the proposed work due to lack of facts on which to base a decision.
5. I am aware of the Issaquah Highlands Covenants, Conditions and Restrictions, Design Guidelines, Standards and the High Street Architectural Standards for Commercial, Retail, Multi- Family, Single Family Attached & Mixed use in regards to the review process.
6. The proposed work must be complete within one (1) year of commencement of construction per the CC&Rs.
7. 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.
8. I understand that if I disagree with the ARC ruling, I may appeal the decision as outlined in the Submittal Requirements section of the Architectural Review Committee Guidelines, Criteria, and Procedures.
9. I understand that if my application is incomplete and returned with a request for more information I have 60 days to complete the application.

Owners Signature: _____ Date: _____



ARC Application Checklist

For each application, please include the following information in the identified form and format that pertains to each improvement. The submitted information is the basis for IHCA High Street centers ARC compliance during and after construction. Submittal of additional information that supports the application is acceptable. Incomplete applications will be returned. .

- ☐ Completed Application Form – Submit 1 copy.
- ☐ Exterior Additions or Remodels (i.e. Accessory Structures) Applicant Initials _____
 - ☐ Site Plan
 - ☐ Material and Colors
 - ☐ Drawings and Photographs
 - ☐ Landscape Submittals
 - ☐ Neighbor Courtesy Notices
- ☐ Minor Exterior Additions (i.e. Signage) Applicant Initials _____
 - ☐ Site Plan
 - ☐ Drawings and Photographs
 - ☐ Specifications and/or details
 - ☐ Neighbor Courtesy Notices Other applicable information
- ☐ Landscape, Arbor, Pergola, Trellis Applicant Initials _____
 - ☐ Landscape
 - ☐ Site plan including plant material and layout (indicate species, size and typical spacing)
 - ☐ Summary of changes and or intent
 - ☐ Type of irrigation system and layout (if applicable).
 - ☐ Pictures or photos of plant materials (if possible).
 - ☐ Common areas landscaping and furnishings (e.g. recreation areas, plazas, courtyards).
 - ☐ Easements and tracts.

Review Fee(s):

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2. Remodeling/Additions Review Fee: \$175.00,
3. Landscape Project Inspection Fee: \$225.00 if applicable.

Please note: Additional fees may apply depending on project.

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