



ISSAQUAH HIGHLANDS
**COMMUNITY
ASSOCIATION**

**ISSAQUAH HIGHLANDS COMMUNITY
ASSOCIATION ARCHITECTURAL REVIEW
COMMITTEE**

**Application for
Air Conditioning, Heat Pumps and Generators**



ISSAQUAH HIGHLANDS
**COMMUNITY
ASSOCIATION**

APPLICATION DEADLINE: Delivery of the ARC application package is required to be received by the ARC at least seven (7) days prior to the next scheduled ARC meeting. ARC meetings are regularly held on the first Tuesday of each month. Any application received less than seven (7) days prior to the next scheduled ARC meeting, will not be reviewed and considered by the ARC until the ARC meeting for the following month.

Issaquah Highlands Application for Air Conditioners, Heat Pumps, Generators

Owner Name: _____

Date Submitted: _____

Address: _____

Division #: _____ Lot #: _____

Phone Number: _____

Email: _____

Alternate Phone: _____

Estimated Completion Date: _____

Type of Work Proposed (check all that apply)

- Central Air Conditioning
- Heat Pump
- Window AC
- Generator

Type of Screening:

- Fencing
- Landscaping

Decibel Level: _____

*A sound blanket may be required

Location: _____

Type of plants: _____

Distance from neighbor's property line: _____

- Existing Fence
- New Fence (fence application is attached)

Make & Model: _____

Required Attachments:

- Manufacturer information showing decibel level, make, model
- Photo of proposed location
- Plat plan showing exact location of air conditioner unit labeled with distances to property lines

Approved Application

Approved App with Conditions

Denied App

Reasons/Conditions: _____

Committee Member: _____ Date: _____



Air Conditioners and Heat Pumps

Installation of a mechanical condenser unit on an external concrete pad needs prior ARC approval to meet criteria and will require landscape screening or fencing to mitigate sound that may impact neighbor(s). Concrete condenser pads may only be located on the side or in the back of a home on the homeowner's lot, and when feasible, with at least a five (5) foot set back from the neighbor's property line. Tubing and wiring attached to the home must be painted to match the house color. The unit's noise rating must be below seventy-five (75) decibels. Air conditioner sounds blankets may be required to cover the units. Requests from condominium homeowners must be submitted with written approval from the condominium association's Board of Directors in order for the request to be eligible for consideration.

Window AC Units

Window air conditioning units must be mounted flush with the window and are not allowed to protrude externally. They must have a noise rating of seventy-five (75) decibels or less and, where visible from the outside, blend with the house's décor.

Generators

For rules regarding the installation of generators, please contact the ARC.

General Air Conditioner Requirements:

1. Unit must be approved by the ARC prior to installation
2. Unit must have a noise rating below seventy-five (75) decibels
3. Unit must be located on the side or in the back of a home on the homeowner's lot
 - a. Unit must be at least five (5) feet from neighbors' propertyline
4. All visible tubing and wiring must be painted to match the house color



ISSAQUAH HIGHLANDS
**COMMUNITY
ASSOCIATION**

SUBMITTAL CHECKLIST

- Y 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.

- Y Technical Specifications: Must provide technical specification sheet showing maximum decibel levels.

- Y 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. Include a photo of the proposed yard placement

- Y Neighbor Notification: The attached Courtesy Notice must be completed and given to every neighbor that surrounds your home. Checking this box signifies that this has been completed.

- Y 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.

- Y 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 the commencement per the CC&Rs.

- Y Review Fee(s): No fee is required if the form is completed fully.

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.



ISSAQUAH HIGHLANDS
**COMMUNITY
ASSOCIATION**

ACKNOWLEDGEMENT OF APPLICANT

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.

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 I may be required to pay all legal expenses incurred by myself and/or the Issaquah Highlands Community Association if legal action becomes necessary.

I understand that members of the Architectural Review Committee may enter 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.

I am aware of the Issaquah Highlands Covenants, Conditions and Restrictions, Design Guidelines, Standards and Architectural Review in regards to the review process.

The proposed work must be complete within one (1) year of commencement of construction per the CC&Rs.

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.

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.

I understand that if my application is incomplete and returned with a request for more information, I have sixty (60) days to complete the application.

****Notice: Work shall not commence until you have received written notice of your application's approval. If work is commenced prior to receipt of written of approval, any work costs or inconvenience costs are the responsibility of the homeowner.**

Owners Signature: _____

Date: _____



ISSAQUAH HIGHLANDS
**COMMUNITY
ASSOCIATION**

COURTESY NOTICE

Owner is responsible for distributing this notice to every homeowner surrounding your yard

Owner Name: _____

Date Submitted: _____

Address: _____

Division #: _____ Lot #: _____

Phone Number: _____

Email: _____

Alternate Phone: _____

Estimated Completion Date: _____

Project Description:

Type of Work Proposed (check all that apply)

- Central Air Conditioning
- Heat Pump
- Window AC
- Generator

Decibel Level: _____

Fencing Landscaping

*A sound blanket may be required

Location: _____

Type of plants: _____

Distance from neighbor's property line: _____

Existing Fence

New Fence

Make & Model: _____