



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 Architectural Improvement Application

Owner Name: \_\_\_\_\_

Date Submitted \_\_\_\_\_

Address: \_\_\_\_\_

Division # \_\_\_\_\_ Lot # \_\_\_\_\_

Phone Number \_\_\_\_\_

E-mail \_\_\_\_\_

Alternate Phone \_\_\_\_\_

Estimated start date: \_\_\_\_\_

Estimated completion date: \_\_\_\_\_

Project Description: \_\_\_\_\_

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Residents 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. Consultant referral information is available at [www.IssaquahHighlands.com](http://www.IssaquahHighlands.com).

#### Type of Project (check all that apply)

- |   |   |   |
|---|---|---|
| <input type="checkbox"/> Fence, retaining wall, rockery                       | <input type="checkbox"/> Swimming Pools                     | <input type="checkbox"/> Paint Alteration |
| <input type="checkbox"/> Hot Tub/Gazebo                                       | <input type="checkbox"/> Patio/Deck                         | <input type="checkbox"/> Play Equipment   |
| <input type="checkbox"/> Minor Exterior Modifications                         | <input type="checkbox"/> Landscape, Arbor, Pergola, Trellis |   |
| <input type="checkbox"/> Exterior Additions or Remodel (Accessory Structures) |   |   |
| <input type="checkbox"/> Air Conditioning, Heat Pump, Generator               |   |   |
| <input type="checkbox"/> Other _____  |   |   |

Location: \_\_\_\_\_

Size: \_\_\_\_\_

Color: \_\_\_\_\_

Materials: \_\_\_\_\_

Relationship to Property line: \_\_\_\_\_

Other: \_\_\_\_\_

#### Required Attachments:

- |  |   |  |   |
|--|---|--|---|
| <input type="checkbox"/> ARC completed checklist with required attachments | <input type="checkbox"/> Approved Application | <input type="checkbox"/> Approved App. with conditions | <input type="checkbox"/> Denied Application |
| <input type="checkbox"/> Notification Only                                 |   |  |   |



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.
- ☐ **Neighbor Notification:** The attached Courtesy Notice must be completed and given to every neighbor that surrounds your home prior to submitting your application to the ARC. Checking this box signifies that this has been completed.
- ☐ **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: \$20.00 (unless otherwise stated). Remodeling/Additions Review Fee: \$100.00, Landscape Project Inspection Fee: \$65.00 if applicable. (Landscape Project Inspection Fee will be refundable should application be denied).



**NOTICE: INCOMPLETE APPLICATIONS WILL BE RETURNED, IF THE APPLICATION IS NOT RETURNED IN 60 DAYS AN APPLICATION FEE OF \$20.00 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. Homeowner is responsible for following all applicable city/county codes.
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 I may be required to pay all legal expenses incurred by myself and/or 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 Architectural Review 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. After 60 days a new application must be submitted with the application fee of \$20.00.
10. I understand I am responsible for and have given project courtesy notices to my surrounding neighbors.

Owners Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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ISSAQUAH HIGHLANDS  
**COMMUNITY  
ASSOCIATION**

### **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 ARC compliance during and after construction. Submittal of additional information that supports the application is acceptable. Incomplete applications will be returned. If the application is not returned by the homeowner within 60 days, an application fee of \$20.00 is required for resubmittal. A \$65.00 inspection fee may be required depending on the impact and complexity of the project. Please refer to the guidelines for review process. ARC meetings are held the first Tuesday of every month.

- ☐ 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
  - ☐ \$20 application fee
  
- ☐ Minor Exterior Additions (i.e. Window Replacement)      Applicant Initials \_\_\_\_\_
  - ☐ Site Plan
  - ☐ Drawings and Photographs
  - ☐ Specifications and/or details
  - ☐ Neighbor Courtesy Notices Other applicable information
  - ☐ \$20 application fee
  
- ☐ Retaining Wall, Rockeries      Applicant Initials \_\_\_\_\_
  - ☐ Indicate on site plan proposed location
  - ☐ Include drainage specification
  - ☐ Include material specifications
  - ☐ Section detail of appearance after construction including dimensions
  - ☐ Neighbor Courtesy Notices
  - ☐ \$20 dollar application fee
  
- ☐ 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.
  - ☐ \$20 application fee.



☐ Hot Tub

Applicant Initials\_\_\_\_\_

- ☐ Site plan locating hot tub placement
- ☐ Locking cover specification (if applicable)
- ☐ Hot tub specifications (showing decibel level)
- ☐ Neighbor Courtesy Notices
- ☐ \$20 application fee

☐ Patio / Deck

Applicant Initials\_\_\_\_\_

- ☐ Site plan locating proposed patio placement.
- ☐ Dimensions of patio or deck
- ☐ Materials patio or deck
- ☐ Neighbor Courtesy Notices
- ☐ \$20 application fee

☐ Paint Alteration

Applicant Initials\_\_\_\_\_

- ☐ Photo of home
- ☐ Examples of new proposed colors.
- ☐ Neighbor Courtesy Notices
- ☐ \$20 application fee

☐ Swimming Pool

Applicant Initials\_\_\_\_\_

- ☐ Site plan locating pool placement
- ☐ Certified engineering letter to Association
- ☐ Pool specifications (showing decibel level)
- ☐ Neighbor Courtesy Notices
- ☐ \$20 application fee

**Submit documents to Issaquah Highlands Community Association offices:**

**IHCA Architecture Review Committee**

**2520 N.E. Park Drive, Suite B**

**Issaquah, WA 98029**



## 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 Start Date: \_\_\_\_\_  
Estimated Completion Date: \_\_\_\_\_

**Project Description:**

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**Type of Project (check all that apply)**

Retaining wall, rockery	Swimming Pools	Paint Alteration
Hot Tub/Gazebo	Patio/Deck	Play Equipment
Minor Exterior Modifications	Landscape	
Exterior Additions or	Arbor, Pergola, Trellis	
Other		