

# Sammamish Heights Owners Association

Date Rec \_\_\_\_\_

## Application for Architectural Review

NAME: \_\_\_\_\_ DATE: \_\_\_\_\_

ADDRESS: \_\_\_\_\_ Lot# \_\_\_\_\_

PHONE: \_\_\_\_\_ HM \_\_\_\_\_ CELL \_\_\_\_\_

EMAIL: \_\_\_\_\_

### APPLICABLE ITEMS REQUESTED (please check):

\_\_\_\_\_ Modification to residence  
\_\_\_\_\_ Roof / Solar Panels  
\_\_\_\_\_ Modification to Landscaping  
\_\_\_\_\_ Fences / retaining walls / planters  
\_\_\_\_\_ Driveway  
\_\_\_\_\_ Other Items

Brief Description:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### SPECIFICATIONS

#### **Modification to Residence Exterior**

Material \_\_\_\_\_  
Color Scheme: \_\_\_\_\_  
Exterior Walls \_\_\_\_\_  
Trim \_\_\_\_\_  
Other \_\_\_\_\_

#### **Modification to Landscaping**

Type of Project \_\_\_\_\_  
Outbuilding \_\_\_\_\_  
Mature Plant Expected Size \_\_\_\_\_  
Hardscaping Materials \_\_\_\_\_  
Driveway Materials \_\_\_\_\_

#### **Roof:**

Material \_\_\_\_\_  
Color Scheme: \_\_\_\_\_

#### **Fencing**

Height \_\_\_\_\_ Width \_\_\_\_\_  
Treatment: Paint, Stain, Coating, etc. \_\_\_\_\_  
Construction Material \_\_\_\_\_

#### **Solar Panels**

Location \_\_\_\_\_  
Material \_\_\_\_\_  
Color Scheme: \_\_\_\_\_

#### **Other Requests**

\_\_\_\_\_  
\_\_\_\_\_

The roll of the Architectural Review is to ensure improvements to structure and property adhere to the CC&Rs as well as maintaining the overall harmony & appeal of Sammamish Heights. Please complete and submit the following application at least 30-days prior to the construction starting date of your project. Incomplete applications may require re-submittal.

If you are not sure if your project requires an Architectural Review, you can refer to the chart on page 4.

***TO BE SUBMITTED No less than 30 days prior to construction starting date***

**Owner's Acknowledgements:** I understand: (Please initial each)

- \_\_\_\_\_ 1. that all proposed improvements must meet city, state and local codes. My signature indicates that these standards are met. I understand that all required permit(s) are my responsibility.
- \_\_\_\_\_ 2. that any variation from the original application must be resubmitted for approval.
- \_\_\_\_\_ 3. that no work on this request shall commence until written approval has been received.
- \_\_\_\_\_ 4. that any construction or exterior alteration undertaken by me or in my behalf before approval of this application is not allowed; that if alterations are made, I may be required to return the property to its former condition at my own expense if this application is denied wholly or in part, and that I may be required to pay all legal expenses incurred.
- \_\_\_\_\_ 5. that any approval is contingent upon construction and alterations being completed in a workmanlike manner.
- \_\_\_\_\_ 6. that there are architectural requirements covered by the Covenants and a review board process as established by the Board of Directors.
- \_\_\_\_\_ 7. that nothing herein contained shall be construed to represent that alterations to land or buildings in accordance with these plans shall not violate any of the provisions of building and zoning codes of the country to which the above property is subject. Further, nothing herein contained shall be construed as a waiver or modification of any said restrictions.

**If requested by the board, a complete set of working plans may need to be submitted (this should include plat plans, building floor plans, complete building elevations, grading and improvement plans and specifications.) Samples of materials may also be requested. Per the SHOA CCRs, a homeowner has eight (8) months to complete the work approved by a SHOA Architectural Request, if the work is not completed in the time allowed, the homeowner must notify the SHOA Board and request an extension.**

Signature of Owner(s): \_\_\_\_\_

Print Name(s) \_\_\_\_\_

Please return this application to:

SHOA – Architectural Review Application  
16907 SE 25th Street; Bellevue, WA 98008

Questions or to submit form electronically

Email: board@sammamishheights.com  
Phone: (425)-998-7125

**SHOA ARCHITECTURAL COMMITTEE (USE ONLY)**

Home Owners Name \_\_\_\_\_  
Address \_\_\_\_\_

**COMMITTEE ACTION**    \_\_\_\_\_ **APPROVE**            \_\_\_\_\_ **DENIED**            \_\_\_\_\_ **INCOMPLETE**

Stipulation/Reason: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Decision Date** \_\_\_\_\_

Signature \_\_\_\_\_                      Print Name \_\_\_\_\_

Signature \_\_\_\_\_                      Print Name \_\_\_\_\_

Signature \_\_\_\_\_                      Print Name \_\_\_\_\_

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

**NEIGHBOR ADVISEMENT (ADJACENT NEIGHBORS) – please submit if SHOA Approval is required**

Please obtain the signatures of adjacent neighbors who will be able to see the changes from their property (owners, not tenants) showing that they have been made aware of the intended improvement. When obtaining Neighbor Awareness signatures, you should allow them to review the plans or drawings prior to signature. Neighbor comments and signatures indicate that they have been notified and does not imply approval, which can only be granted by the Architectural Committee. However, the Architectural Committee may contact neighbors to evaluate their comments.

1<sup>st</sup> Neighbor Address: \_\_\_\_\_

Name: \_\_\_\_\_ Location: \_\_\_ Side \_\_\_ Across Street \_\_\_ Behind Home

**Comments:**

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

*NOTE: If this improvement involves major changes to your neighbor's home or property, you may want to delay signing the neighbor advisement a few days until you've had time to carefully review the plans and potential impact the change may have on your property, privacy, or view. Comments/concerns included above will be considered by the Architectural Committee, but the Architectural Committee has the sole responsibility for approval or denial of the application regardless of whether or not you provide approval or sign this advisement.*

2<sup>nd</sup> Neighbor Address: \_\_\_\_\_

Name: \_\_\_\_\_ Location: \_\_\_ Side \_\_\_ Across Street \_\_\_ Behind Home

**Comments:**

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

*NOTE: If this improvement involves major changes to your neighbor's home or property, you may want to delay signing the neighbor advisement a few days until you've had time to carefully review the plans and potential impact the change may have on your property, privacy, or view. Comments/concerns included above will be considered by the Architectural Committee, but the Architectural Committee has the sole responsibility for approval or denial of the application regardless of whether or not you provide approval or sign this advisement.*

3<sup>rd</sup> Neighbor Address: \_\_\_\_\_

Name: \_\_\_\_\_ Location: \_\_\_ Side \_\_\_ Across Street \_\_\_ Behind Home

**Comments:**

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

*NOTE: If this improvement involves major changes to your neighbor's home or property, you may want to delay signing the neighbor advisement a few days until you've had time to carefully review the plans and potential impact the change may have on your property, privacy, or view. Comments/concerns included above will be considered by the Architectural Committee, but the Architectural Committee has the sole responsibility for approval or denial of the application regardless of whether or not you provide approval or sign this advisement.*

**DOES YOUR PROJECT NEED A SHOA ARCHITECTURAL REVIEW AND/OR CITY OF BELLEVUE (COB) PERMIT?**

Did you know that many changes to the structure of your home and/or lot need to be approved by the Sammamish Heights Owners Association (SHOA)? The role of the Architectural Review is to insure improvements to structures and property adhere to the CC&Rs as well as maintaining the overall harmony & appeal of Sammamish Heights.

The below chart can be used to help owners determine if an Application for Architectural review and/or City of Bellevue Permit is needed for your project. In addition to submitting changes to the SHOA board for approval, owners are expected to follow the City of Bellevue rules under Code Compliance and obtain the appropriate permits from the City of Bellevue.

Requests for Architectural Review/Notification must be submitted at least thirty (30) days prior to the construction starting date. If you do not find your project on the list, just send us an email and ask if you need to submit for approval.

	SHOA Review Approval Required?	SHOA Notification Required <sup>1</sup> ?	City of Bellevue Permit Required <sup>2</sup> ?
<b>Changes to Dwelling (House)</b>			
Structural changes to house or addition	Yes	--	Possibly
Replacement windows, doors	No	Yes	No
New/larger openings for windows, doors	Yes	---	Yes
Solar Panels	Yes	---	Possibly
New Siding	No	Yes	Possibly
Exterior Paint (changes to color)	No	Yes	No
Re-Roofing	No	Yes	Possibly
Deck (new or changes)	No	Yes	Yes: > 30" above grade
Garage conversion to living space	Not allowed per CC&Rs	---	Yes
Mother-in-law / Accessory Dwelling Units <i>Note: Cars may not be parked on the street per CC&amp;Rs. Article 12</i>	No	Yes	Permits & Registration with City of Bellevue Required
<b>Changes to Residential Lot</b>			
Major Landscaping	No	Yes	Possibly
Driveway Replacement	No	Yes	Yes: if connected to Right of Way.
Driveway Expansion or material changes	Yes	---	Yes: if connected to Right of Way.
Accessory Structures: <i>Outbuilding, Gazebo, Greenhouse, Playhouse, etc</i>	Yes	---	Yes: >200 sq ft
Large Plants / Screening	No	Yes	Possibly
Fence Repair with similar panels/height	No	---	No
Fence	No	Yes	Possibly
Landscaping Wall	No	Yes	Possibly
Swimming Pool / Hot Tub / Spa	No	Yes	Yes
Retaining Wall / Rockery	No	Yes	Yes: > 4 ft

<sup>1</sup> SHOA recommends reviewing these items with the Board to ensure the planned changes, improvements are compliant with CC&R building guidelines and view protection. Upon review, the board may request a full review.

<sup>2</sup> City of Bellevue Permit information has been provided as a convenience to owners and SHOA does not accept responsibility for the information being accurate or current.