

Kiwanda Shores Maintenance Association

8.1 Application for New Home Construction, Addition or Alteration to Existing Homes

KSMA governing documents charge the Architectural Control Committee (ACC) with assuring that minimum standards are maintained for design and alterations of houses and lots. To construct or remodel your house, first apply to the ACC using this form so they can review the proposed construction for compliance with the Architectural Design Control Policy. Submit your plans a minimum of 30 days prior to the anticipated construction start date. If hard copies of plans are required, the ACC will request them.

A separate form is used for maintenance and exterior improvements. Examples of that include roof, siding, or window replacement; exterior painting, planting or landscaping; constructing a new patio, deck, privacy wall or screen or additional site work to walks or driveways.

➔ EMAIL THIS COMPLETED FORM AND YOUR PLANS TO KSMAboard@googlegroups.com

Addition #	Lot #	Street Address (if known)	
☐ New Construction	☐ Addition	☐ Exterior Alteration	
Submittal Date			
Date Received		Recd. By:	
Anticipated Start Date			
Grading, excavation or fill requirements:			
Square Footage of Lot:			
Total Square Footage of House: (Guidelines: One Story - 900 sq ft; Two Story 1200 sq feet, with minimum of 800 square feet on main living area)			
1 st Floor:	2 nd Floor:	3 rd Floor:	Total:
Property Owners			
Address			
City		State	Zip Code
Home Phone		Business Phone	
E-mail:		OK to receive notices by email? Yes No	
Architectural Designer		Phone	
Contractor Builder		Phone	
☐ New Construction		☐ Alternations/Remodeling	
Description of Proposed Work			

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8.2 Construction Agreement

As a property owner or prospective homeowner, I/We have read the current Architectural Design Policy and Application forms and fully understand the requirements.

I/We understand that any exterior changes to the approved plans must be submitted to and approved by the Committee prior to implementing the change.

I/We understand that by signing this agreement, specific permission is granted to the Committee and/or its agents to enter the property at reasonable times to inspect for compliance.

I/We understand that the surface of the Common Property must not be damaged or disturbed during construction or used for other activities relating to construction without the written permission of the Committee.

I/We understand that mud and debris that accumulates on the street as a result of the construction must be removed promptly. If not removed promptly, the Association may have it removed and the cost charged to Me/Us.

I/We understand that to enforce its standards, the Association may seek injunctions from a court of law and other legal remedies.

Owner Signatures (all owners must sign or attest to the completed form via email)

Owner _____ Date _____, 2 _____

Owner _____ Date _____, 2 _____

Representative of Property Owner

I certify that I am an authorized representative of the above-named property owner and have the power to act in his/her/their behalf. In addition, I have made the owner(s) aware of all the above-stated requirements.

Representative _____ Date _____, 2 _____

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8.3 Checklist for Design Review Application—Items Required

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All the following items must be included with this application for review of a proposed new home. Please check off each item or note if not applicable. If an item is not included, this application will be returned for completion. For applications other than new home construction, include any relevant items from this checklist.

☐ A. SITE PLAN (Include the following information)

- ☐ 1. Minimum scale 1/8 inch = 1 foot
- ☐ 2. Building location(s) –include garage, decks, patios, overhangs, and chimneys
- ☐ 3. Property lines and easements
- ☐ 4. Setbacks: Front: _____ Back: _____
Left Side: _____ Right Side: _____
- ☐ 5. Tree locations – sizes, species, those to be removed, if applicable
- ☐ 6. Topography – existing and proposed
- ☐ 7. Utility locations – TV, phone, water, hydrants, gas meters
- ☐ 8. Driveways, walks and parking – indicate materials/finish/color
- ☐ 9. Privacy screening and retaining walls – indicate materials/finish/color
- ☐ 10. Outdoor lighting – down lights only (see section 3.18 in Architectural Design Policy)
- ☐ 11. Construction staging and access areas
- ☐ 12. Temporary structures locations, if applicable
- ☐ 13. Natural landscaping
- ☐ 14. Arrow indicating North
- ☐ 15. Street names
- ☐ 16. Ridgeline with height designation

☐ B. FLOOR PLAN

- ☐ 1. Minimum scale: ¼ inch = 1 foot
- ☐ 2. Exterior door and window openings
- ☐ 3. Exterior walls and partitions
- ☐ 4. Exterior stairways, if applicable
- ☐ 5. Exterior lights
- ☐ 6. Decks, patios and porches, if applicable
- ☐ 7. Electrical meter location
- ☐ 8. Type & location of heating/cooling system, location of outdoor unit or tank
- ☐ 9. Arrow indicating North

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8.03 Checklist for Design Review Application—Items Required

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☐ C. ELEVATIONS

- ☐ 1. Minimum scale: ¼ inch = 1 foot, street elevation
- ☐ 2. All exterior features: doors, windows, roof, siding, trim, foundations, decks, railings, stairs, house numbers, etc.
- ☐ 3. Finish floor line and elevation, and proposed finish grade elevation. Indicate height of roof from crown of road: (max. of 35 feet, 16 feet on the west side of Ocean Drive)
- ☐ 4. Flag pole location and height, if any
- ☐ 5. Exterior light locations
- ☐ 6. Vents and flues

☐ D. TEMPORARY STRUCTURES to be used during construction

- ☐ 1. Storage
- ☐ 2. Dumpster
- ☐ 3. Construction shack
- ☐ 4. Toilet(s)
- ☐ 5. Staging area

☐ E. SITE WORK

- ☐ 1. Walks material: _____ color: _____
- ☐ 2. Driveway material: _____ color: _____

☐ F. BUILDING MATERIALS

- ☐ 1. Siding material: _____ color: _____ vertical/horiz: ____ ☐
- ☐ 2. Trim material: _____ color: _____
- ☐ 3. Fascia material: _____ color: _____
- ☐ 4. Gutter material: _____ color: _____
- ☐ 5. Chimney material: _____ color: _____ (no masonry allowed)
- ☐ 6. Roof material: _____ color: _____
- ☐ 7. Front Door material: _____ color: _____ trim color: _____
- ☐ 8. Other Door material: _____ color: _____ trim color: _____
- ☐ 9. Window material: _____ color: _____
- ☐ 10. Shutter material: _____ color: _____
- ☐ 11. Skylights material: _____ finish: _____
- ☐ 12. Garage doors material: _____ color: _____ trim color: _____ size: _____

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8.3 Checklist for Design Review Application—Items Required

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- ☐ 13. Exterior: paint, stain, type-finish, color (provide color chips)
- ☐ 14. Deck material:_____ finish:_____
- ☐ 15. Railings material:_____ finish:_____
- ☐ 16. Hot tub material:_____ finish:_____
- ☐ 17. Exterior light fixture type:_____ wattage:_____ color:_____
- ☐ 18. Heating/Cooling enclosure material:_____ color:_____
- ☐ 19. Trash enclosure material:_____ color:_____
- ☐ 20. Antenna dish location and size:_____ (18" diameter maximum)

Architectural Control Committee (ACC) Action

Date: _____

- ☐ Approved as proposed
- ☐ Approved with conditions
- ☐ Sent back. See comments.

ACC member signature:_____ Date:_____ ACC
member signature:_____ Date:_____ ACC
member signature:_____ Date:_____ ACC
member signature:_____ Date:_____ ACC
Chair signature:_____ Date:_____

KSMA president (if required):_____ Date: _____

Review Comments and/or Approval Conditions

- ☐ Approved plans attached.
