



Your Neighborhood is our Business

ARCHITECTURAL REQUEST FORM

ASSOCIATION NAME _____ SITE ADDRESS _____

HOMEOWNER NAME/s _____

TELEPHONE _____ / _____ EMAIL _____
Evening Daytime

To file your request, log in to your portal, select the 'Architectural Reviews' button on the home page and follow the prompts. Covenants and Restrictions require prior approval of any improvements of the property or exterior of home. This may include, but is not limited to: changes or additions to fencing, home, garage, storage shed, pet enclosure or shelter, landscaping, and drainage. Please include the following information with your request:

1. Describe the improvement or change requested. Plans and specifications should include the following:
 - Dimensions (length, width, and height) (i.e. 8x10x8 shed)
 - List of building materials (roof, siding, foundation, etc.) (i.e. wood, brick, stone, etc.)
 - Paint color (siding and trim, etc. must match existing house) (paint chips or swatches necessary only if changing exterior paint color)
 - Roofs (outbuilding and patio cover roofs shall be built to match home i.e. same shingles and eaves to match existing roof)
 - Submissions must adhere to Spokane County Building Department standards and comply with Covenant rules regarding buildings, landscaping, and other specifications such as tree height or removal rules
 - Landscaping plans must include plant variety.
2. A copy of your property plat map to show location of improvements. A drawing must be included if you do not have a brochure of the item to be installed.

To avoid a returned request please make sure that you have included all of the above listed items. It takes approximately 15 to 30 days to process a request when all the information is received. A member of the committee may ask to see the property and site of the improvement for clarification. If you have any questions about the process, please call us. You will receive notification once the committee has made a decision. The Architectural Review Committee will generally approve those improvements that look professional and appear as though they grew out of the original structure. Committee may require additional landscaping and/or approval from neighbors.

NOTE: The Architectural Review Committee's approval is for Association purposes only and is not a to be considered code approval. Separate approval from others, such as City or County agencies may be required. It is the home owner's responsibility to obtain said approvals. Evidence of approvals may be requested by Architectural Committee at time of installation of any approved change.

You may email office@hoaagent.com or fax to 509-922-2401. For questions, please call 509-922-2494. Copies of the covenants and restrictions are also available upon request and may be found at HOAAGENT.COM by logging into your portal.

Received for consideration by _____ date _____

Approval granted/denied by _____ date _____

Reason: _____