

**Form Submission:** Print, Complete, Scan or take a Photo and Email completed application to [acc@hapv-hoa.org](mailto:acc@hapv-hoa.org), or hand deliver to any ACC member or mail to the HAPV mailing address.

**EXTERIOR CHANGE REQUEST APPLICATION**

Application Date: \_\_\_\_\_

Name: \_\_\_\_\_ Address: \_\_\_\_\_  
(property address)

Lot #: \_\_\_\_\_ Email Id: \_\_\_\_\_ Phone: \_\_\_\_\_

Brief Summary of Proposed Change including approximate duration/month (attach additional sheets as needed):

**Attach to Application:** A complete description of the proposed change, including any or all of the following, as applicable:

- a) Plans, elevations, etc.
- b) Materials, dimensions, color, location OO lot (setbacks), attendant landscaping.
- c) Estimated length of time to complete work, once begun.
- d) Minimum 3 signatures of adjacent or affected homeowners

**Acknowledgment / Signature of Adjacent Neighbors and Affected Homeowners:**  
 (these are not signatures for permission, but rather *acknowledgment that your neighbors are aware of a proposed change.*  
 If the signing party has an objection, it is their responsibility to make this objection be known to the ACC)

| Name (please Print) | Signature | Address : # & street | Date  |
|---------------------|-----------|----------------------|-------|
| _____               | _____     | _____                | _____ |
| _____               | _____     | _____                | _____ |
| _____               | _____     | _____                | _____ |
| _____               | _____     | _____                | _____ |

Applications will be reviewed at regular ACC meetings. A letter of approval or disapproval will be provided to the applicant. A copy of this worksheet will be returned. The original worksheet will be kept on file with HPVA. Work shall not begin until the letter of approval is received.

It is the Homeowner's responsibility to submit completed applications and to follow-up that the completed application has been reviewed and acted upon by the ACC. Please submit your application to [acc@hapv-hoa.org](mailto:acc@hapv-hoa.org) or give it to a current ACC member.

ACC approval does not preclude any governmental permits, etc., that may be necessary.

**\* It is the responsibility of the seller to disclose to the buyer any restriction imposed on the property.  
 Revised Code of Washington > Title 64 > Chapter 64.06 > Section 64.06.020**

Please contact an ACC volunteer if you have any questions.

**For ACC Use:** Application Rec'd Date: \_\_\_\_\_ Approval Letter Date: \_\_\_\_\_

**Approved:**

|                   |                   |
|-------------------|-------------------|
| _____ Date: _____ | _____ Date: _____ |
| _____ Date: _____ | _____ Date: _____ |
| _____ Date: _____ | _____ Date: _____ |
| _____ Date: _____ | _____ Date: _____ |