

# Architectural Review Request Form

Pacific Highlands HOA

**Web:** www.PacificHighlandsHOA.com  
**Email:** PacificHighlandsHOA@gmail.com  
**Mail:** P.O. Box 31936, Bellingham, WA 98228

**Name of Property Owner:** \_\_\_\_\_

**Property Address: (House/Lot Number and Street Name):** \_\_\_\_\_

**Property Owner Telephone Number:** \_\_\_\_\_

**Please circle the type/s of Architectural Plan(s) being Reviewed:**

Fence	Home Addition	Painting / Color Change
Deck / Patio	Landscaping Hardscape	Pool
Play Set and	/or Softscape	

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

**Brief Description of Building Plans Including Material Types and Colors:**

**Please attach:**

- **A copy of the plot layout with the location of the changes to the property** indicating any easements such as drainage or utility.
- **A picture or detailed schematic including the dimensions of the project.**

**Additional questions:**

Have you requested input from the neighboring property owners? Yes / No

Will the work be installed professionally or Do-It-Yourself? Pro / DIY

If Professional. Please provide the Name of the Contractor \_\_\_\_\_

When is the planned start date (\_\_\_\_/\_\_\_\_/\_\_\_\_); completion date (\_\_\_\_/\_\_\_\_/\_\_\_\_).

**Please Initial the following as your agreement to the statements:**

\_\_\_\_\_ I have read and agree to abide by the covenants of Pacific Highlands.

\_\_\_\_\_ Access to areas of construction will only be allowed through my property and I am responsible for any damage done to the common elements and other homes during construction.

\_\_\_\_\_ I have taken into account in the planning any drainage and utility easements.

\_\_\_\_\_ I agree to notify, in necessary cases, the Call-Before-You-Dig service and building inspectors to maximize safety and minimize the inconvenience to my neighbors.

\_\_\_\_\_ I agree to maintain a clean and safe work site.

**Notice:** The approval of this request by the Architectural Review Committee shall in no way relieve the property owner, the contractor and any subcontractors from the responsibility for any design defects in the approved building plans or for any construction defects in the completed work. The property owner, the contractor and any sub-contractors shall be responsible for compliance with all applicable federal, state and local laws, codes, rules and regulations including those as outlined in the covenants of Pacific Highlands and shall assume full responsibility for any and all damage or injury to persons and/or property which may occur as a result of this construction or other activities within the Pacific Highlands Development.

**I have read and agree with the above statement and wish to submit this document for review by the committee.**

**Signed:** \_\_\_\_\_ **Date:** (\_\_\_\_/\_\_\_\_/\_\_\_\_)

**Committee Notes:**

Date Received by HOA (\_\_\_\_/\_\_\_\_/\_\_\_\_) Date Completed by Committee (\_\_\_\_/\_\_\_\_/\_\_\_\_)

Approved as Submitted

Approved as Noted

Revise and Submit

Rejected

Comments:

Signature of Pacific Highlands ARC representative: \_\_\_\_\_

**Call Before You Dig : 1-800-424-5555 · City of Ferndale Offices: 360-384-4302**