

**Inland Shores Homeowners Association
Architectural Review Committee**

Remodel and/or Landscape Approval Request

Application for Changes to Existing Home or Landscape

Homeowner's Name _____

Homeowner's address _____

Changes or small additions to existing property exterior or landscaping (**decks, patios, pergolas, canopies, awnings, spas, play equipment, fences, screening, home exterior painting/repainting the same color, landscape additions or any other changes to the exterior home or landscaping**) must be approved by the Inland Shores Architectural Review Committee (ARC). When changes are planned for your property, submit this completed checklist to the ARC. In order to expedite approval, please ensure that all items on this three-page form have been completed and all information requested has been attached. You may also include any other information that would help the Committee understand your proposed changes.

General Requirements:

Review the Inland Shores *Rules, Regulations and Requirements* document (published June 2006). Changes must comply with those requirements and the provisions of the CC&Rs. Submit plans detailing the proposed changes, including dimensions, materials, color samples, and an indication of how the change affects or ties in with the existing structure. For exterior painting/repainting, a sample color (12' x 6") should be painted on the side of the structure. If changes are to landscaping, include drawings showing the location and type of plant materials, etc. *Professionally drawn plans are not required.*

Homeowner Checklist:

Checkmark those items you are submitting with this application

1. _____ Signed Application Form (3 pages), dated: _____
2. _____ Fee Submitted: \$100.00
3. _____ Plans Submitted (2 copies)
4. _____ Construction Materials Used (detailed list)
5. _____ Dimensions (detailed)
6. _____ Color Samples
7. _____ Current photo or drawing showing area(s) to be added/changed

Remodel and/or Landscape Approval Request

Homeowner's Name _____ Date _____
 Address _____ Home Phone _____
 Email address _____ Lot # _____

Application For:

- Construction _____ Remodel _____ Deck/Patio/Flatwork _____ Fence/Screening _____ Play Equipment _____
 Color _____ Brick _____ Exterior Light Fixtures _____ Landscape-Front _____ Landscape-Rear _____
 Awning _____ Satellite Dish _____ Gazebo _____ Pool/Water Feature _____ Other _____

Description of Improvement: _____

Please submit 2 copies of this request and plans 8-10 working days prior to the estimated start date:

1. Description of improvements (including dimensions, materials to be used and color).
2. Location of improvement and residence on a Plot Plan with dimensions of fence line.
Please identify existing improvements.
3. Elevation of proposed improvements to existing dwelling.

Estimated Start Date _____ Estimated Completion Date _____

Approved work hours (exterior): Mon.-Fri. 7AM to 6PM, Sat. 8AM to 6PM

**This information should be provided directly to one of the members of the
 Architectural Review Committee**

Go to the Inland Shores web site (www.Inlandshoreshomes.org) for Committee members' names

Fees must accompany applications in order for the application to be complete*. Applications that do not include the Architectural Review fee will not be reviewed. Checks for construction and landscape review should be made payable to **Inland Shores Homeowners Association.**

**Fees are "per application". If the front and rear landscape plans are submitted separately, the fee is \$100 for EACH application.*

Application for Changes to Existing Home or Landscape

This approval shall be limited to the items specifically set forth herein and is hereby granted upon the following terms and conditions. The violations thereof or noncompliance therewith will be grounds for rescinding and revocation of the approval hereby granted.

1. Any planting shall not interfere with the designed operation of Association owned sprinkler heads or hinder landscape maintenance of Inland Shores Common Areas.
2. All installations, interior or exterior, must not alter existing construction design or the functions thereof.
3. Any work done in an Owner's home, or on the common property (setbacks), shall be subject to all existing State, County, City and Association laws, ordinances and regulations.
4. All work will be subject to inspection by the Association Board of Directors. The Owner, together with the contractor, will be held responsible for any deviations of the above and will be required to make any necessary corrections at the Owner's expense.
5. By the execution and acceptance of this Request and terms and conditions hereof, the Owner acknowledges that he/she has been advised that the above installation, when completed, forming a part of the common elements, will not be the subject of any insurance coverage of loss prevention or indemnification coverage by the Association.
6. Owner, by the execution and acceptance of this Request has remised, released, and forever discharged, and by these present does remise, release, and forever discharge the said Association of and from all obligations, controversies, suits, actions, causes of actions, trespasses, variances, damages, claims, demands, in law or in equity, which against the said Association the Owner ever had, now has, or hereafter can, shall, or may have, for, upon, or by reason of any damage to the above installation occurring in any manner whatsoever.
7. Approval of your plans or drawings by the Architectural Review Committee is for design only and conceptual in nature. Said approval does not relieve the Owner from obtaining necessary approvals from the City of Keizer (or Marion County) including, but not limited to, obtaining permits to erect structures, patios, patio covers, room additions, pools, spas, gazebos, etc. Evidence of building permits and approval from the City Building Department should be provided to the Architectural Review Committee prior to commencing with an approved work of improvement.
8. Your project must be completed, and final approval received by the ARC within 180 days. If the 180-day timeframe cannot be met, you must contact ARC for an extension request (an additional fee may apply).
9. The original of this application must be signed by at least two Architectural Review Committee members and must be filed in the master file by an ARC member. The second copy of the form goes to the homeowner after signed approval.

Owner's Name (print) _____ Owner's Signature _____ Date _____

Architectural Review Committee Recommendations:

Approval	Disapproval	Printed Name	Signature	Date
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

Approval or disapproval is based on the requirements set forth in the Inland Shores Conditions, Covenants, and Restrictions as well as the Inland Shores Rules, Regulations, and Requirements Documents.

Conditions of approval/reasons for disapproval: _____

