

# CR/CW HOA ARCHITECTURAL CONTROL REQUEST FORM

Email completed form and enclosures to: [architecture@crcwhoa.org](mailto:architecture@crcwhoa.org)

**P**lease provide a description of the planned improvement. Include site borders, house location on lot, dimensions of project and specific materials that will be used as appropriate. When repainting your house (**even if not changing colors**) submit "paint chips" with your request. If re-roofing, provide the complete description of the new roofing material including manufacture and name of roofing material. The ACC may ask for a sample of the requested roofing materials. The ACC has 30 days to respond to your request. If you don't hear from the committee within 14 days please contact the committee by email or phone.

All approvals are good for 180 days. If not completed within this time, a new ACC request must be submitted. It is the responsibility of the homeowner, not the contractor to submit ACC requests and receive approval to commence projects. Many questions are addressed on our website at [crcwhoa.org](http://crcwhoa.org).

Other questions and completed forms can be submitted to the committee via email at [architecture@crcwhoa.org](mailto:architecture@crcwhoa.org)  
Completed forms may also be mailed to:

**CR/CW HOA**  
**PO BOX 58397 Renton,**  
**WA 98058-1397**

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

Div/Lot #: \_\_\_\_\_

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Phone #: \_\_\_\_\_

Email Address: \_\_\_\_\_

Address: \_\_\_\_\_

Proposed Improvement / Change: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Estimated Completion Date: \_\_\_\_\_ Contractor: \_\_\_\_\_

**Note:** Homeowners are responsible for immediately removing contractor signs when contractor is not on site.

View of Lot showing Planned Improvement (Indicate North)

## FOR BOARD USE

Date Received: \_\_\_\_\_ Date Postmarked: \_\_\_\_\_ ACR# \_\_\_\_\_

Approved Yes / No: \_\_\_\_\_ Comments: \_\_\_\_\_

How Notified? Phone / letter / email: \_\_\_\_\_ Chairman: \_\_\_\_\_