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CCR - Modification Request (Rev U)

Updated: 8/28/17

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CC&R	1) Review your copy of the CC&R's or online at http://crystalridgehoa.org/04-CCR.htm 2) Prior to approval of a Mod Request, homeowners "must" be in compliance with the CC&Rs (HOA dues paid in full and no outstanding violations). 3) Print a) this web page or b) Adobe PDF format or c) Word Document format	
Complete Form & Submit	Complete this mod request form with a full description of your requested changes and submit to the Board and ACC. This should include any reference scanned material, website URL & etc. for additional information pertinent to your mod request. Mod Requests must be approved before performing the modification. Note: The Estates mod requests for roof replacements require an "Application for Variation" (see requirements below & page 2)	
Preferred Email	Email your mod request, photos & attachments to board@crystalridgehoa.org	Allow approximately 2 weeks from date of submission for Board & ACC review
Optional Mail-In	Mail your mod request, photos & attachments to: CRHOA, PO Box 73144, Puyallup, WA 98373	Allow approximately 4 weeks from date of submission for Board & ACC review
HOA's Modification Requests that are approved expire after six (6) months. Approved work <u>not</u> completed within 6 months will require a new Mod Request to be submitted.		

Date: ___/___/___ Email: _____
 Name: _____ Day Phone: (____) _____
 Address: _____ Evening Phone: (____) _____

- Type of Modification**
- Home addition
 - Painting
 - Siding
 - Repair/Rplcmt
 - Roof (see application requirement ----->>>)
 - Arbor
 - Basketball court
 - Tennis court
 - Swimming pool
 - Shed
 - Bath house
 - Hot tub
 - Vehicle storage
 - Other _____

Provide a Brief Description of the Modifications (Include photos, floor plans, lot lines, brochures or any other information that will help in evaluating your request. Attach additional pages if needed.)

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Roof Replacement – Required info for a roof replacement mod request:
 - Submit this mod request and an "Application for Variation" (see page 2)
 - Upon request, have available a sample of the roof material for the ACC to see
 - In the Classics - Minimum roof weight requirement - 325 lb per sq ft
 - In the Estates & Janelle Estates - Minimum roof weight requirement - 425 lb per sq.ft
 - Manufacturer name, specific roof choice & web site (if available): _____
 - Type of material (only 3 choices approved are tile, wood or asphalt): _____
 (Note: For Estates mod requests for roof replacment, check Board letter & application form (MSWord, pdf) for ACC CCR variance on page 2)

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Painting – House color _____ Trim color _____ Accent color _____
 - For color changes, paint a 2' x 2' sample on the side/front of the house for viewing.
 - Include a 4" x 4" color photo or chart sample with this request.

Have you discussed this with your neighbor? ___ Yes ___ No
 Their comments: _____

Approved Date ___/___/___ ACC Signature _____ Comment: _____
 Disapproved Date ___/___/___ ACC Signature _____ Comment: _____
 Date ___/___/___ ACC Signature _____ Comment: _____

Homeowner's acknowledgement of decision: Date ___/___/___ Signature _____

CRYSTAL RIDGE HOMEOWNERS ASSOCIATION
ARCHITECTURAL CONTROL COMMITTEE
APPLICATION SUBMISSION FOR THE ESTATES ONLY
FOR APPROVAL OF A ROOF VARIATION FROM DEVELOPMENT STANDARDS
UNDER CRYSTAL RIDGE DECLARATION OF CC&R'S, ARTICLE XV, SECTION 14

DATE OF APPLICATION: _____

APPLICANT: Name _____
Address: _____
City, State: _____ Zip: _____
Phone: _____

LOT AND BLOCK DESCRIPTION: _____
_____ ESTATES

DESCRIPTION OF PROPOSED VARIATION: _____

DESCRIPTION OF ATTACHMENTS (attach any drawings, spec sheets, or other documents that help explain or support the application, and describe those documents here): _____

REASON FOR VARIATION (check all that apply):
 To overcome practical difficulties
 To prevent undue hardship being imposed on the owner by applying the restrictions
 To allow alternative construction

SATISFACTION OF DECISION CRITERIA:
In the space below, please explain why the proposed variation will not
(1) detrimentally impact the overall appearance of the development,
(2) impair the attractive development of the subdivision, or
(3) adversely affect the character of nearby lots to a significant degree:
1. _____
2. _____
3. _____

I, the undersigned applicant, hereby certify that the information contained in this application is true, correct and complete to the best of my knowledge.

APPLICANT'S SIGNATURE: _____

Print Name: _____ Date: _____