

**ARCHITECTURAL APPLICATION**

Please fill in the information below as completely as possible. Thank you.

Association

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

Homeowner's Name: \_\_\_\_\_

Property Address:

\_\_\_\_\_  
\_\_\_\_\_

Daytime Telephone #: \_\_\_\_\_ E-mail: \_\_\_\_\_

Provide a description of the proposed improvement(s).

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**NEIGHBOR ADVISEMENT**

It has been determined that it is in the best interest of all parties to advise your neighbors of any proposed improvements to your property, and that your adjacent neighbors sign where indicated.

*Neighbors Signature*

*Address*

*Objections*

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Objections by neighbors do not indicate disapproval of the request. Objections will be reviewed by the Board of Directors.**

**SUBMITTAL:** In additional to the application form, please include the following:

1. Description of the improvement.
2. Location of the improvement.
3. Materials to be used, and color of materials.
4. Detailed drawing of improvements.
5. Name of person/contractor doing the work, including the Contractor's CCB license number, and proof of insurance listing the Association as an additional insured.

*The HOA reserves the right to review a copy of all work invoices to determine the actual construction completed.*

I further understand and agree to the following provisions:

1. No work or commitment of work will be made by me until I have received written approval from the Association.
2. All work will be done at my expense and all future upkeep will remain at my expense.
3. All work will be done expeditiously once commenced and will be done in a good workman-like manner by myself or a contractor.
4. All work will be performed at a time and in a manner to minimize interference and inconvenience to other unit owners.
5. I assume all liability and will be responsible for all damage and/or injury which may result from performance of this work.
6. I will be responsible for the conduct of all persons, agents, contractors, and employees who are connected with this work.
7. I will be responsible for complying with, and will comply with, all applicable federal, state, and local laws; codes; regulations; and requirements in connection with this work, and I will obtain any necessary governmental permits and approvals for the work.

**Signature:** \_\_\_\_\_ **Anticipated Start Date:** \_\_\_\_\_

***The Board of Directors will need to review each request. Please allow adequate processing time.***

This form may be submitted to the management company via mail, fax or email (PDF):

CENTURY 21 Northstar  
7800 SW Barbur Blvd, Suite 1A  
Portland, OR 97219  
Fax #503.297.1585  
[HOA.Northstar@Century21.com](mailto:HOA.Northstar@Century21.com)

**\*\*\*THIS SECTION FOR BOARD OF DIRECTORS USE ONLY\*\*\***

ARCHITECTURAL APPROVAL REQUEST
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Check one:

- Approved as presented                       Approved with conditions
- Deferred pending additional information       Denied

Board Member Signature:

Title/Position:

Date:

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Comments:

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Please submit a copy of this form to the management company via mail, fax or email (PDF):

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[HOA.Northstar@Century21.com](mailto:HOA.Northstar@Century21.com)