

# CHANGE REQUEST FORM

INSTRUCTIONS: As a homeowner, please complete this Change Request Form when painting house, building a fence, deck, shed, playhouse, etc., roofing, adding on to the house, re-landscaping the yard or any other change/modification in conjunction with the Covenants, Conditions and Restrictions (CC&Rs). Changes made without approval may require the homeowner (at the homeowner's expense) to correct the changes to be in compliance with the CC&Rs.

Print, fill out and return this form to the current Architectural Committee Chair:

Dan Kellogg  
7432 121<sup>st</sup> Avenue SE  
Newcastle, WA 98056

or, e-mail to [dkhome@seanet.com](mailto:dkhome@seanet.com).

The Architectural Review Committee will review the request and approve or deny the changes no later than 30 days after the form is submitted.

## PART I – HOMEOWNER TO COMPLETE

Homeowner:	Date Submitted:
Rush? If so, due by	
Address:	
Phone Number:	E-Mail:
Purpose of request: ( <i>Explain the work to be done and the reason</i> ):	
Were affected neighbors contacted?	<input type="checkbox"/> Yes ( names and responses) 1. _____ 2. _____ 3. _____
	<input type="checkbox"/> No (will not affect neighbors)

**Details of request:** *(Explain specific details of the request such as location, height, color, etc. It is very important to include drawings, maps, paint chips, roofing material samples, etc. Keep in mind that the ARC is most likely not familiar with your project)*

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**PART II – LWR ARC BOARD TO COMPLETE**

**Board Members who reviewed:**

\_\_\_\_\_

\_\_\_\_\_

Date reviewed:	Lot #
Comments or concerns:	
Request is:	<input type="checkbox"/> Approved
	<input type="checkbox"/> Denied: <i>(Reason for denial)</i>

President's authorization: (or designee) \_\_\_\_\_ Date \_\_\_\_\_

**PART III – LWR ARC BOARD TO RETURN TO HOMEOWNER**

Form sent to homeowner by (name): \_\_\_\_\_ on date \_\_\_\_\_