

## ARCHITECTURE CHANGE REQUEST

HOMEOWNER NAME \_\_\_\_\_

SITE ADDRESS \_\_\_\_\_

TELEPHONE \_\_\_\_\_ / \_\_\_\_\_ EMAIL \_\_\_\_\_

Covenants and Restrictions require prior approval of any improvements of the property or exterior of any home in Windsor Ridge. This may include, but is not limited to: changes or additions to fencing, home, garage, storage shed, pet enclosure or shelter, landscaping, and drainage. Please include the following information with your request:

1. Describe the improvement or change requested. Plans and specifications should include the following:

- Dimensions of any requested change (length, width, and height) (i.e. 8x10x8 shed)
- List of building materials requested for use in project (roof, siding, foundation, etc.) (i.e. wood, brick, stone, etc.)
- Paint color (siding and trim, etc. must match existing house) (paint chips or swatches necessary only if changing exterior paint color)
- Roofs (outbuilding and patio cover roofs shall be built to match home i.e. same shingles and eaves to match existing roof)
- Submissions must adhere to Spokane County Building Department standards and comply with Covenant rules regarding buildings, landscaping, and other specifications such as tree height or removal rules
- Landscaping plans must include plant variety.

2. A copy of your property plat map (or sketch) to show location of improvements. A drawing must be included if you do not have a brochure of the item to be installed.

To avoid a returned request please make sure that you have included all of the above listed items. It takes approximately 5 to 30 days to process a request when all the information is received. A member of the committee may ask to see the property and site of the improvement for clarification. If you have any questions about the process, please call us. You will receive written notification once the committee has made a decision. The Architectural Review Committee will generally approve those improvements that look professional and appear as though they grew out of the original structure. Committee may require additional input and/or approval from neighbors.

NOTE: The Architectural Review Committee's approval is for Association purposes only and is not to be considered code approval. Separate approval from others, such as City or County agencies may be required. It is the home owner's responsibility to obtain said approvals. Evidence of approvals may be requested by Architectural Committee at time of installation of any approved change.

You may email your request (including all supporting materials) to [hoawindsorridge@gmail.com](mailto:hoawindsorridge@gmail.com), or hand deliver it to a Architecture Review Committee person or WR HOA Board Member. For questions, please call 509-724-8400. Copies of the covenants and restrictions are also available upon request and may be found on the Windsor Ridge Facebook page.

Received for consideration by \_\_\_\_\_ date \_\_\_\_\_

Approval granted/denied by \_\_\_\_\_ date \_\_\_\_\_