

**Fern Crest
Property Improvement Committee**

Homeowner Property Improvement Application Form

An approval by the Property Improvement Committee is required for any changes made to the outside of your house on your property. Approval must be received before you start the improvement. If you do not get approval before starting the work, you may be required to stop work and remove the changes at your own expense.

This form is the application for review and approval of your work. After you complete the form, you may mail, fax or e-mail the form to James Tungsvik at Around The Clock, Inc. at one of the following:

Mail: 716 West Meeker Street, Ste. 101 Kent, Wa. 98032

Fax: (253) 852-1417

E-Mail: james @aroundtheclockinc.com

IMPORTANT NOTE: This form contains two pages. Be sure that you read both pages and provide the required documentation with your PIC Form. If you do not supply the proper documentation, your PIC form will be rejected. This means that you will have to wait longer to start your project because you will have to resubmit the PIC form and wait for approval prior to starting your job.

Community Name: FERN CREST Your Division and Lot Number _____

Owner's Name: _____

Address: _____

Telephone Number: _____ E-Mail Address _____

Project Description (Fences must complete a fence addendum) _____

Square Footage of Building or total Length of Fence: _____

If Changing the outside of your house itself:

Siding Material: _____

Colors - Siding: _____ Trim: _____ Accent: _____

(Please Attach Color Chips for each color)

The above information is complete and accurate to the best of my knowledge.

Dated this _____ day of _____, 20____

**Applicant's
Signature:** _____

PIC RECOMMENDATION (CIRCLE ONE): APPROVED DENIED

PIC MEMBERS SIGNATURE: _____

PIC MEMBERS SIGNATURE: _____

**Fern Crest
Property Improvement Committee**

Instructions

In addition to this application, you will need to submit an original and two copies of the following attachments:

1. Full details of purpose and/or reason for improvement.
2. Site plan with scale drawings of exact dimensions of improvement showing location on property. Note distances from property lines. Show relationship of improvement to neighboring homes and/or open spaces. Guidance for planning a variety of projects can be found at www.ferncrest.org under "PROPERTY IMPROVEMENTS" in the Property Improvement Handbook.
3. Drawings and/or illustrations showing the design of the proposed improvement - state architectural style of existing home (photographs are accepted).
4. Fences must be built to the Fern Crest Community Standard. If you are unfamiliar with the standard, contact Around the Clock for the fence detail or go to www.ferncrest.org under "Property Improvements" and go to the Property Improvement Handbook.
5. Materials/Colors:
 - a. List type of wood or other materials to be used
 - b. Note whether the colors will be the same as existing siding or trim on house or attach color chips for other colors/stains.
6. Grading plan if changes in grade or other conditions adversely affecting drainage are anticipated (generally, approval will be DENIED if adjoining properties are adversely affected by changes in drainage.)
7. Landscape plan with listing of plantings proposed, if application is for landscaping or is relevant to project.
8. Signed written agreement of affected lot owner if the improvement falls on a property line.

Acknowledgement of Applicant

1. I understand that construction of certain major projects require that I obtain a King County Building permit. Approval of a project by the PIC DOES NOT affect or alter that requirement.
2. I understand that no construction may take place prior to the approval of the PIC. The PIC will take a minimum of eight (8) days and a maximum of thirty (30) days to review the project. If alterations are made prior to approval, I may be required to return the property to its former condition at my own expense if this application is not approved in whole or in part. I may be required to pay all legal expenses if legal action becomes necessary.
3. I understand that members of the Property Improvement Committee are permitted to enter on my property to make reasonable inspection of proposed construction locations.
4. It is understood that I am aware of the Covenants, Conditions and Restrictions and Architectural Controls with regard to the review process.
5. The alteration authority granted by this application will be revoked automatically if the alteration requested has not commenced within six months of the approval date of the application and/or has not been substantially completed within six (6) months of commencement of the project.
6. I understand that any approval is contingent upon construction or alterations being completed in a workman-like manner as per plans submitted.
7. I understand that if I disagree with the PIC ruling, an appeals procedure is provided directly through the Board of Directors.

Date: _____ Signature of Applicant: _____