



**COMMUNITY ASSOCIATION**

Architectural Control Committee  
 Plan and Specification Review Determination  
**SHED / STORAGE APPLICATION (page 1 of 3)**

*ACC approval includes aesthetic features only and does not imply or warrant any structural integrity. This approval is not based on an engineering review of the site plan or structure.*  
 Please note: You may need the City of Mill Creek's permit and/or approval (425) 551-7254.

<i>For MCCA Use Only</i>
Submittal Number
Date Submitted

Applicant Information	
Name	Ph.
Email	
Site Information	
Address	
Division	Lot #
Type of Structure	
Addition [ ] Shed [ ] Other:	
Est. Start Date:	Est. End Date:
You must attach proposed construction drawings, see page 3 for complete information. <ul style="list-style-type: none"> <li>• Drawings for additions must include elevation drawings and copy of architectural drawings.</li> <li>• Pre-manufactured sheds must include a color picture and exact location on property in relation to house and property lines.</li> <li>• Sheds must be obscured from pedestrian/vehicular view with plantings, and/or fencing.</li> </ul>	

**Please Attach  
 Color Samples  
 Here**  
*Applications without  
 samples will not be  
 accepted.*

**Property owners  
 are responsible  
 for determining  
 all property lines,  
 locations, and  
 related  
 easements**

Pursuant to the provision of Article VIII, paragraphs 8.1, 8.2, 8.2.1, 8.2.2, 8.2.3, 8.3, 8.3.1, 8.3.2, and 8.3.3 and Article IX of the Mill Creek Declaration of Covenants, the following determination by the Architectural Control Committee is hereby granted:  Approval subject to the following changes:      Rejected for the following reasons:      
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( ) Approve	( ) Reject	_____ Date: _____
Condominiums & Townhomes ACC or Board Approval		
( ) Approve	( ) Reject	_____ Date: _____
MCCA Administration		
( ) Approve	( ) Reject	_____ Date: _____
Chair, Architectural Control Committee		
( ) Approve	( ) Reject	_____ Date: _____
( ) Approve	( ) Reject	_____ Date: _____

Application may be mailed, emailed (info@mcca.info), or dropped off at the MCCA Office (15524 Country Club Dr, Mill Creek, WA 98012)



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IMPORTANT: Include a sketch of the proposed fencing describing location on the property, dimensions and style (see item #1 of "Basic Policy for Additional Construction" on page 3). Attach additional sheets if needed.

Proposed Construction Drawing  
(Property sketch):



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Basic Policy for Additional Construction

**ACC GUIDELINES**

- 1.10 **Additional Structures:** Where it is architecturally feasible, it is recommended that all garages, storage buildings, tool cabinets, garden houses and similar structures be attached to or incorporated in and made part of the dwelling house. Any secondary structure must be constructed of same materials, including roofing, as the existing house and must be painted in similar fashion.
  - a. **Gazebos** or other similar structures will not be considered an 'additional structure' and will be approved by the committee on a case by case basis.
- 1.10.5 **Restrictions on Portable Storage Units:** Storage containers, sheds, enclosures and buildings for use in side and backyards must comply with the following guidelines:
  - a. Attached to Existing Building:
    - 1. Enclosure must match adjoining building siding materials, color, texture and general trim finish and must appear to be an integral part of the larger building.
  - b. Free Standing:
    - 1. Height is restricted to 8'0" maximum (ground to peak) and have a footprint of no more than 50 square feet unless otherwise approved by the committee.
    - 2. Hard rubber, plastic, aluminum and vinyl materials are not allowed in most cases although if completely shielded from view the committee will consider approval on a case by case basis.
    - 3. A 5'0" setback from all fence lines is required if the peak to ground distance is more than 6'0" unless otherwise approved by the committee.
    - 4. Storage building roof and other construction materials must match in color and general appearance those of the adjoining home.
- 1.11 **Other Buildings:** No building or structure shall be moved onto any lot from land outside of PRD. No trailer shall be placed or maintained on any lot. Carports, portable or attached are not permitted on any lot. No building of any kind shall be erected or maintained on a building site prior to construction of the dwelling house thereon.

Any additional construction upon a building site must be submitted to and approved by the Architectural Control Committee prior to commencement. In the event approval has not been received, a "Stop Work Order" will be issued until such time as the property paperwork has been received and processed by the MCCA office. As part of the submittal procedure, the following information must be furnished to the ACC before the submittal is acted on:

- 1. Detailed information, written or printed, on type of addition that is planned for the site. This information should include exact location, finished dimensions, color, style, materials, etc.
- 2. An elevation drawing or a perspective drawing of the proposed additional construction sufficiently detailed to show the appearance of the addition and its relationship to the existing structure.
- 3. A sketch of the property showing the relationship between the proposed addition and all other adjacent structures. It is the homeowner's responsibility to locate and identify all property markers, both at the site and on the sketch included with the submittal.
- 4. As a matter of record, a projected completion date is requested by the owner. If any extension of the completion date is necessary, or the project is canceled/postponed, the Association Office should be notified.
- 5. Approved plans are subject to final inspection if deemed necessary by the Committee. All plans become the property of the Association and will be filed in the lot file. In case of changes, plans should be resubmitted to the Committee prior to construction. Variance from approved plans may be subject to change at the homeowner's expense or removal at the discretion of the Committee.

**This signature verifies that the applicant has reviewed the above policy and agrees to abide by all guidelines and terms of approval set forth on the application attached. Signature also implies "Right of Entry" for members of the ACC for the purpose of plan review.**

Applicant Signature

Date

Owner Requests ACC Members Call Before Entering Property For Review (*discuss specifics of project, pet in yard, children at home alone, etc.* )