



COMMUNITY ASSOCIATION

Architectural Control Committee
 Plan and Specification Review Determination
ADDITIONS 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 will 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 [] 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"> Drawings for additions must include elevation drawings and copy of architectural drawings. 	

**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:

- () 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

****ALSO SEE THE ACC GUIDELINES****

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.*)