



LACAMAS SHORES HOMEOWNERS' ASSOCIATION  
Architectural and Landscape Control Committee  
Approval Request Form

Name(s): \_\_\_\_\_ Date: \_\_\_\_\_

Address: \_\_\_\_\_

Lot #: \_\_\_\_\_ Phone: \_\_\_\_\_ Email: \_\_\_\_\_

The following plans/changes to the exterior of our home and/ or landscaping are being submitted to the Lacamas Shores HOA Architectural and Landscape Control Committee and Board of Directors for review and approval.

(Please check all that apply and use the reverse side or additional pages to detail the submitted changes.)

- \_\_\_\_ New home construction and landscaping (include plans)
- \_\_\_\_ Exterior home remodeling (include plans)
- \_\_\_\_ Cosmetic changes to home and/or landscaping (i.e. permanent planters, porch, brickwork, fence, walkway, etc.)
- \_\_\_\_ Paint or stain color changes to house or trim (enclose paint chips or include link to color samples online)
- \_\_\_\_ Home additions, accessory structures, pools, spas, etc. (include building setbacks in all directions)
- \_\_\_\_ Re-roofing (include material)
- \_\_\_\_ Tree removal, major pruning, etc.
- \_\_\_\_ Request for common area tree trimming (encroachment onto owner property, overhanging trees etc.)
- \_\_\_\_ Other (explain): \_\_\_\_\_

Details of the Project: \_\_\_\_\_

Have you had a conversation with your adjacent neighbors regarding your intentions for the requested changes?

Yes  No  This is encouraged as both a courtesy and to ensure that there is an agreement as to where the property lines are located, the timeline for your project, and any temporary impact to the surrounding neighborhood (e.g., placement of a port-a-potty, extra traffic, etc.)

**IMPORTANT:**

- As outlined in Section 5.14 of the Lacamas Shores Homeowners' Association CC&R's, the Board/ Committee has up to 30 days from the date of receipt of your **complete** submission (including all renderings, plot plans, architectural drawings and supporting documents, etc.) to approve or deny the proposed project.
- **No work can begin until and unless you receive approval.**
- If you are in doubt as to whether you need approval, please contact the Committee or Board of Directors.
- **IT IS THE HOMEOWNERS' RESPONSIBILITY TO OBTAIN ALL NECESSARY PERMITS AND APPROVALS FROM THE CITY, OR OTHER AFFECTED JURISDICTIONS, AND TO VERIFY THE LOCATION OF THE PROPERTY LINES.**
- Where there is a failure to adhere to the foregoing, the Lacamas Shores HOA Board of Directors may enforce the CC&R's, Articles of Incorporation, Bylaws, or any rules through any and all remedies available by law.
- **WORK MUST BE BEGIN WITHIN 6 MONTHS OF THE APPROVAL DATE** or a new approval is required.
- Please complete this form, scan or take a picture of it, and then email it to [ALCC@LacamasShoresHOA.org](mailto:ALCC@LacamasShoresHOA.org). In order to arrange for in-person drop off, please email the committee and you will be contacted.

----- For Committee Use Only -----

Plans and drawings included? Yes  No  Date Received: \_\_\_\_\_

Date Reviewed: \_\_\_\_\_

Approved? Yes  No  Date Owner notified: \_\_\_\_\_

Committee Chair Signature: \_\_\_\_\_ Date \_\_\_\_\_

Board Member Liaison Signature: \_\_\_\_\_ Date \_\_\_\_\_