PROJECT REQUEST INSTRUCTIONS

> **PLEASE NOTE – KCCA CC&Rs ARTICLE VII, SECTIONS 7-8, AND ARTICLE VIII, SECTION 2, ARE THE GOVERNING DOCUMENTS WHICH PROVIDE PROCEDURES AND ENFORCEMENT FOR LARC.**

"Any addition, modification or alteration to the exterior of any building or lot shall require a completed application and approval from LARC Chair. Owner-members who fail to obtain approval may incur a fine or other penalty. Requests for exceptions to these provisions must be presented to the LARC Chair with full details and rationale."

Please follow the procedures below for submission of project requests:

1. Complete a Project Request Form and include a diagram or description of the requested change. Include a description of the materials to be used, location of the project, and the dimensions. The Project Request Form must be completed in its entirety.

    Note: Project Request Forms are available on the KCCA website (https://mykcca.com) or at the KCCA Club House Office.

2. Affected neighbors – Neighbors adjacent and/or in proximity to the property MUST be listed on the Project Request Form and MUST be notified of the project prior to submittal of the Request Form. Please list the neighbors' names and addresses on the Request Form once you have contacted the neighbor(s).

3. Upon receipt of a completed Project Request Form, LARC will review the proposal and may approve or deny it and/or suggest changes to bring it into compliance with KCCA Regulations (CC&Rs).

4. Any project denial may be appealed to the KCCA Board of Directors.

5. A signed and approved Project Request Form will be hand delivered to the property owner.

6. Project approval expires 90 days after the date of approval listed on the Project Request Form.

7. Resubmittal of the project request is required to extend the request after the original 90-day period.

8. Please note that certain projects – e.g., fences, tree removal, tree planting, placement of a debris dumpster on a KCCA street, etc. – may require approval and permitting from the City of King City. Please contact King City at 503-639-4082.

9. Failure to obtain written project request approval prior to initiation of a project may result in a fine up to $600 plus costs. If you are in doubt that your project requires approval, please contact the KCCA Office at 503-639-6565 or at office@mykcca.com.

RULES AND INSTRUCTION ACKNOWLEDGEMENT:

By initialing here, you verify that you have reviewed and understand the Project Request Rules and Instructions. _____

LANDSCAPE & ARCHITECTURE REVIEW COMMITTEE

PROJECT REQUEST FORM

For changes to yards, house exterior, and construction.

APPROVAL EXPIRES NINETY (90) DAYS FROM DATE OF APPROVAL.
Return to: office@mykcca.com or 15245 SW 116th Ave., King City, OR

KING CITY CIVIC ASSOCIATION
AN ADULT 55 AND OLDER COMMUNITY

YOUR CONTACT INFORMATION: (Complete all information)

Name:	Date:
Email Address:	Phone:
Property Address:	
Contractor Name:	Contractor CCB/ LCB Number: *(Not applicable if not a contractor)*:

DESCRIPTION OF PROJECT: (Use the back of this form for additional details / information and/or attach additional sheets)

**** City Permits may be required: Please contact King City at 503-639-4082 for information ****

Below describe or attach a detailed description of the project, including materials to be used dimensions, and location on the property. For Exterior Painting: a paint chip/sample is required. For Fencing (city permit may be needed): include placement schematic, type of materials, stain or paint color. For Roofing or Siding: include manufacturer, material number, and color.

_____

_____

_____

_____

_____

_____

NEIGHBOR CONTACT: neighbor name and their comments, if any. Use the back of this form or attached additional pages (if needed).

1. _____

2. _____

3. _____

☐ Project Approved   ☐ Project Denied

_____   _____
LARC CHAIR/VICE-CHAIR NAME & SIGNATURE   Date

NOTE: Changes made to approved projects must be submitted to LARC for additional approval.

RETURN SIGN: ONCE PROJECT IS COMPLETED RETURN SIGN TO THE KCCA OFFICE OR ARRANGE FOR SIGN PICK UP BY CONTACTING: *KCCA Office at 503-639-6565 or at office@mykcca.com*

	Entered		Project Sign Delivered		Project Completed		Project Sign Returned