

BURNTWOOD WEST ARCHITECTURAL CHANGE REQUEST FORM

Please email or Mail to: Appleton Properties, Inc.
18150 SW Boones Ferry Rd. Portland, OR 97224
Association Manager: Lisa.Molini@cwres.com

NAME _____ Email: _____

Property Address _____

Home Phone _____ Work Phone _____

In accordance with the Covenants, Conditions & Restrictions (CC&Rs) and Architectural Control Review Committee (ARC) Guidelines I hereby apply for written approval to make the following exterior alterations or changes to my property (Please attach all required data to the request form to support expeditious review by the ARC).

Modifications/Changes: Attach plan indicating where modification is to be done, including a scale drawing showing design and dimensions, style, color, finish, materials to be used and name of contractor.

Describe Project: _____

Contractor: _____ Phone Number: _____

NOTE: Applicant assumes responsibility for obtaining all necessary building permits upon approval. An approved request form must be presented to City officials when applying for a building permit. Approval by visually impacted neighbors is also strongly encouraged.

All approvals are for conformity with existing architectural and aesthetic conditions within the community only. The applicant has the sole responsibility for building permits or any other areas requiring professional or technical advice or approval. Each applicant shall be solely responsible for any injury to any persons or damages to adjoining property that may result from the approval herein requested.

If my application is approved, I fully understand the approval is only for what I have indicated and is based upon the facts and plans that I have presented. I understand that all alterations or changes must be approved and completed within the approved time frame.

Owner's Signature: _____ Date: _____

Neighbor Approval #1: _____ Address: _____

Neighbor Approval #2: _____ Address: _____

ARC USE ONLY

Approved Rejected Approved with Conditions Form Updated 02/23/2020

Remarks / Conditions: _____

By: _____ Date: _____