



Mobile Home & RV Park

16300 NE State Hwy 305
Poulsbo, WA 98370
(360) 779-4305
Email: Admin@cedarglenmhp.com

ARCHITECTURAL REVIEW & APPROVAL FORM

Please complete this form and return with plans, diagrams, and necessary attachments

The Architectural Review process exists to help ensure consistent application of requirements included in the Cedar Glen community rules and regulations. All proposed changes to homes and landscaping must be reviewed and approved by Cedar Glen prior to work commencing. Some examples include changes to house color, installation of new roof, decks, patios, and patio covers, fences, placement and size of storage shed and changes to the landscaping in your yard.

If a homeowner does not comply with the Cedar Glen community rules and regulations, corrective action up to and legal action may be taken.

Important: Please complete and sign below to ensure your request includes all information required to process this request.

Your signature indicates you've reviewed all five lines, even if it does not apply to your project. Incomplete forms cannot be reviewed and may delay your project.

All Cedar Glen Requests for Review and Approval Forms must be completed and signed by the homeowner. Copied and/or electronic signatures will not be accepted.

Homeowner must initial in the brackets below in each of the following boxes indicating they have read, understand & agree to the following:

- { } **No work is to begin until written approval is received from Cedar Glen Mobile Home Park**
- { } All requests must include site plan on separate sheet (lot size, location, setbacks)
- { } All exterior colors, materials, finishes, roofing must be identified (Physical Color samples cannot be accepted via email. We need to see the color. (the Homeowner may have to paint sample on home if requested)
- { } Most requests take approximately 14 days to review, please plan accordingly, Cedar Glen community rules and regulations state 30 days' notice.
- { } Homeowners must contact Kitsap County for permit(s) & setback requirements.

HOMEOWNER's INFORMATION (Please print)

Name: _____ Today's date: _____

Lot # _____

Phone number: _____ Email Address: _____

Project description (If more pages are ATTACHED, **Check** or **Mark** here: _____)

Contract Company Name: _____ (Attach copy of License/Bonding Information)

Contractor Point of Contact Name: _____ Phone: _____

Address: _____ Email: _____

Date work is scheduled to **Start:** _____ **To End:** _____

Permit: YES or NO (Circle your answer, Copy of permit needed for final approval)

Attach separate documents as needed for projects:

Site plan: This is necessary if you are completing construction/renovations; for example, a deck, patio cover, carport, wheelchair ramp, shed or driveway modifications.

Drawing for Landscape Changes: Show what kind of trees/plants will be planted and where in your yard. You may want to provide a color photo of the home/yard with an overlay or drawing of what changes you will make.

Physical Color Samples: Cedar Glen cannot accept via email. We need to see the color, and, you may have to have a sample applied to the home if requested.

Sheds: On a separate sheet show where the outbuilding or shed will be placed in your yard and include its size dimensions. Materials for siding, door, roof, gutters, and color palette must be specified. Site plan must show setback distances from the side and back of property and must follow Cedar Glen rules and regulations and applicable County Code.

HOMEOWNER'S REQUEST & ACKNOWLEDGEMENT

I request the information submitted here be reviewed by Cedar Glen Mobile Home Park for approval of the work described here with any attached documents. By my signature below, I acknowledge and attest I am the Homeowner of Record for the home named above, and I attest the information is true, correct, and complete.

I understand the Cedar Glen Rules and Regulations require prior approval for landscaping, building and renovation work on the property. Further I understand if any substantive information submitted for approval is found to have been withheld or misrepresented, Cedar Glen may revoke, amend, or set aside any prior approval made. In such case, the Homeowner may be liable for other costs and Cedar Glen rules and regulations pertaining to the fault and any work necessary to correct a deficiency.

Homeowner Signature

Date Signed