

**Woodhaven Estates Homeowners Association
Post Office Box 5946
Salem, Oregon 97304**

ARC Request Form

Homeowner _____

Address _____

Home Phone _____ **Work Phone** _____

In accordance with the Association's documents, I/we hereby apply for written approval to make the following exterior alterations or changes to my/our property at the above address. Attached is all the required data for this application, in duplicate, to ensure the Committee's review.

Modification/Change: Please attach plan showing where modification is to be done, including a scale drawing showing design and dimensions, style, colors, finish, materials to be used and the name of the contractor if one is to be used.

Describe project: _____

Note: Applicant assumes responsibility for obtaining all necessary permits and licenses upon approval. An approved request form must be submitted to the appropriate City of Salem office when applying for a permit. Neighbor approval is required, prior to submission to the ARC as outlined below.

All approvals are for conformity with the existing architectural and aesthetic conditions within the community only. The applicant has the sole responsibility for all building permits and 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 properties that may result from the approval herein requested.

If my application is approved, I fully understand the approval is only for changes submitted with this application and is based on the facts and plans submitted within this application. I understand that all approved alterations or changes must be completed within the approved timeline. All changes, deviations or additions must be resubmitted to the Woodhaven Board of Directors prior to proceeding with the project as outlined in the original request. Failure to meet all requirements outlined in this form will result in a “stop work” order being issued, and may result fines and legal actions against the homeowner(s) of this property.

Owners Signature: _____ **Date:** _____

Neighbor #1 Approval; _____
Address _____

Neighbor #2 Approval: _____
Address _____



Approved



Disapproved

By: _____ **Date:** _____

Comments: _____

