



COMMUNITY ASSOCIATION

ESTABLISHED 1973

Architectural Control Committee
Plan and Specification review Determination
Shed / Storage Building

Architectural Control Committee approval includes esthetic feature only and does not imply or warrant any structural integrity. This approval is not based on an engineering review of the site plan or structure. Please note: You may need the City of Mill Creek's approval . (425)745-1891.

Submittal # :

1. Applicant Information:

Applicant Name: \_\_\_\_\_ Phone #: \_\_\_\_\_

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

Date Submitted :

2. Site Information:

Lot # : \_\_\_\_\_ Division: \_\_\_\_\_

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

3. Roofing Material:

Cedar Shakes: \_\_\_\_\_ Cedar Shingles: \_\_\_\_\_

Tile (type and color) : \_\_\_\_\_ Other (specify): \_\_\_\_\_

4. Color:

Siding: \_\_\_\_\_ Trim: \_\_\_\_\_ Door: \_\_\_\_\_

5. Size:

Length: \_\_\_\_\_ Width: \_\_\_\_\_ Height: \_\_\_\_\_

FROM GROUND TO PEAK

Square Feet: \_\_\_\_\_

ATTACH PAINT SAMPLES HERE

Pursuant to the provision of Article VIII, Paragraphs 8.1, 8.2 and 8.2.1, 8.2.2, 8.2.3, 8.3, 8.3.1, 8.3.2, and 8.3.3, and Article IX of the MILL CREEK DECLARATION OF COVENANTS, the following determination by the Architectural control Committee is hereby granted:

Approval subject to the following changes:

Rejected for the following reasons:

( ) Approve ( ) Reject \_\_\_\_\_ Date: \_\_\_\_\_

( ) Approve ( ) Reject \_\_\_\_\_ Date: \_\_\_\_\_

( ) Approve ( ) Reject \_\_\_\_\_ Date: \_\_\_\_\_

( ) Approve ( ) Reject \_\_\_\_\_ Date: \_\_\_\_\_

( ) Approve ( ) Reject \_\_\_\_\_ Date: \_\_\_\_\_

( ) Approve ( ) Reject \_\_\_\_\_ Date: \_\_\_\_\_



Architectural Control Committee  
Plan and Specification review Determination  
*Shed / Storage Building 2*

Proposed Construction Drawing  
(Property Sketch):  
Or attach pictures / brochures



Architectural Control Committee  
Plan and Specification review Determination  
*Shed/Storage Building 3*

ACC Guidelines

1.10 **Additional Structures:** Where it is architecturally feasible, it is recommended that all garages, storage buildings, tool cabinets, garden houses and similar structures be attached to or incorporated in and made part of the dwelling house. Any secondary structure must be constructed of same materials, including roofing, as the existing house and must be painted in similar fashion.

1. Gazebos will not exceed 9' in height unless approved by the committee on a case by case basis.

1.10.5 **Restrictions on Portable Storage Units:** Storage containers, sheds, enclosures and buildings for use in side and backyards must comply with the following guidelines:

a. **Attached to Existing Building:**

1. Enclosure must match adjoining building siding materials, color, texture and general trim finish and must appear to be an integral part of the larger building.

b. **Free Standing:**

1. Height is restricted to 8'0" maximum (ground to peak) and have a footprint of no more than 50 square feet unless otherwise approved by the committee.
2. Hard rubber, plastic, aluminum and vinyl materials are not allowed in most cases although if completely shielded from view the committee will consider approval on a case by case basis.
3. A 5'0" setback from all fence lines is required if the peak to ground distance is more than 6'0" unless otherwise approved by the committee.
4. Storage building roof and other construction materials must match in color and general appearance those of the adjoining home.

1.11 **Other Buildings:** No building or structure shall be moved onto any lot from land outside of PRD. No trailer shall be placed or maintained on any lot. Carports, portable or attached are not permitted on any lot. No building of any kind shall be erected or maintained on a building site prior to construction of the dwelling house thereon.



Architectural Control Committee  
Plan and Specification review Determination  
*Shed / Storage Building 4*

ACC Guidelines

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**\*\*ALSO SEE THE ACC GUIDELINES\*\***

Any additional construction upon a building site must be submitted to and approved by the Architectural Control Committee prior to commencement. In the event approval has not been received, a "Stop Work Order" will be issued until such time when the property paperwork has been received and processed

1. Detailed information, written or printed, on type of addition that is planned for the site. This information should include exact location, finished dimensions, color, style, materials, etc.
2. An elevation drawing or a perspective drawing of the proposed additional construction sufficiently detailed so as to show the appearance of the addition and its relationship to the existing structure.
3. A sketch of the property showing the relationship between the proposed addition and all other adjacent structures. It is the homeowner's responsibility to locate and identify all property markers, both at the site and on the sketch included with the submittal.
4. As a matter of record, a projected completion date is requested by the owner. The self-addressed postcard included with written approval must be returned to the Association Office upon completion of the project so final inspection may occur and the submittal file closed. If any extension of the completion date is necessary, or the project is canceled/postponed, the Association Office should be notified.
5. Approved plans are subject to final inspection if deemed necessary by the Committee. All plans become the property of the Association and will be filed in the lot file. In case of changes, plans should be resubmitted to the Committee prior to construction. Variance from approved plans may be subject to the change at the homeowner's expense or removal at the discretion of the Committee.

**This signature verifies that the applicant has reviewed the above policy, and agrees to abide by all guidelines and terms of approval set forth on the application attached. Signature also implies "Right of Entry" for members of the ACC for the purpose of plan review.**

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*Applicant Signature*

*Date*

- Owner Requests ACC Members Call Before Entering Property For Review (*discuss specifics of project, pet in yard, children at home alone, etc.*)



15728 MAIN STREET • MILL CREEK, WASHINGTON 98012

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## **Important Notice – You may also need a permit from the City of Mill Creek**

In addition to approval from your Homeowners Association, you may also need a permit from the City of Mill Creek. Typical projects that require a City permit include tree removal, replacing your roof, building a fence, deck, or other small structure, and additions or remodels to your home or garage. Failure to obtain a permit prior to starting work may result in a fine and/or additional penalties. Please review the following information to determine if you may need a City permit.

### **Right-of-Way Use Permit**

The City of Mill Creek requires a Right-of-Way Use Permit if your project includes certain activities and work in the public right-of-way, or if large equipment, trucks or dumpsters/containers are going to be used. The purpose of the permit is to protect the public's investment that has been made in the public improvements (roadway, sidewalk, curbing, etc.) and ensure that proper traffic control is provided to protect vehicles and pedestrians from being injured in the work zone and to maintain emergency service access. Right-of-Way Use Permits are usually required for building additions, tree removal, or landscaping work, and other construction activities. The cost of the Right-of-Way Use Permit is \$50 and the City also collects a minimum of a \$250 damage deposit to ensure damage to the right-of-way is properly repaired.

Your activity will likely require a Right-of-Way permit if the following will occur during your project: 1) If any portion of the sidewalk or the travel lane portion of the roadway will have to be closed to allow the work to be completed. 2) If your activities will require the placement or storage on the sidewalk or in the street of any materials or equipment.

### **Tree Removal Permits**

A City of Mill Creek Tree Removal Permit is required to remove any native tree that is six inches or larger in diameter measured at breast height. The cost of a Tree Removal Permit is \$50. The \$50 is refundable if the tree being removed is dead or diseased as determined by an arborist. The City permit must be issued prior to removal.

### **Building Permits**

A City of Mill Creek Building Permit is required to construct decks over 30 inches above grade, fences over 42 inches in height, re-roofs, buildings/structures over 200 square feet, and additions. Interior remodels may also require a building permit. Please note that structures that do not need a building permit (such as a storage shed less than 200 square feet in size) still must meet minimum City of Mill Creek property line setback requirements, usually five feet.

Please contact the City of Mill Creek at (425) 745-1891 to determine if a permit is required before beginning your project.