



# Agnynbyte

Condominium and Homeowner  
Association Management

1800 136<sup>th</sup> Place NE, Suite 101  
Bellevue, WA 98005  
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## Cherokee Bay – ACC General Application

Owner Name: \_\_\_\_\_

Date Submitted: \_\_\_\_\_

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

Email: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Estimated Start Date: \_\_\_\_\_

Alternate Phone: \_\_\_\_\_

Estimated Completion Date: \_\_\_\_\_

**Project Description:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**\*\*Residents should consider consulting with an experienced professional regarding complex projects to ensure compliance with city code and community regulations. \*\***

**Type of Work Proposed (check all that apply)**

Retaining wall/rockery

Patio/Deck

Paint Alteration

Minor Exterior Modifications

Landscaping

Tree Removal

Exterior Additions or Remodel

Arbor, Pergola, Trellis

Roof Replacement

Front Door Paint Alteration

Garage Door Paint Alt.

Gutter Paint Alteration

Other: \_\_\_\_\_

Location(s): \_\_\_\_\_

Size: \_\_\_\_\_

Color(s): \_\_\_\_\_

Materials: \_\_\_\_\_

Relationship to Property Line: \_\_\_\_\_

Other: \_\_\_\_\_

**ACC Use Only:**

Notification Only

Approved Application

Approved w/ Conditions

Denied

Reasons/Conditions: \_\_\_\_\_

Committee Member: \_\_\_\_\_

Date: \_\_\_\_\_



**Acknowledgement of Applicant**

1. I understand that construction of certain projects requires that I obtain a City of Maple Valley/King County (and possibly other government jurisdiction) building permit(s). Approval of the proposed work by the ACC does not affect or remove that requirement. ACC review is based on the ACC's and Cherokee Bay's internal guidelines and does not specifically apply the guidelines of the City of Maple Valley, King County, or any other applicable governmental agency. Initial \_\_\_\_\_
2. I understand that starting or completing work prior to written ACC notification or approval is not allowed and that if alteration or construction is done and this application is not approved, I may be required to return the property to its former condition at my own expense and I may be required to pay all fines associated with non-compliance of the Cherokee Bay fine schedule. Initial \_\_\_\_\_
3. I understand that members of the Architectural Control Committee may enter on my property to make reasonable inspection of the proposed work locations only with my prior consent and I hereby give that permission (Initial \_\_\_\_\_). Without this approval, the ACC may be forced to deny the proposed work due to lack of facts on which to base a decision. Initial \_\_\_\_\_
4. I am aware of the Cherokee Bay Covenants, Conditions, and Restrictions (CCR's), Building Regulations, and Community Wide Standards regarding the review process. Initial \_\_\_\_\_
5. I understand that authorization is contingent upon all work being completed in a workman-like manner with quality equal to or better than the original home construction. Initial \_\_\_\_\_
6. I understand that if I disagree with the ACC ruling, I may appeal the decision as stated in the Cherokee Bay fine schedule. Initial \_\_\_\_\_
7. I understand that my project is not to compromise or otherwise harm the drainage, water, power, sewer, or other utility lines that service the community and adjacent homes. (Initial \_\_\_\_\_) Further, I am aware that any damage done to these systems as a direct result of my project, will be at my cost or fix or replace. Initial \_\_\_\_\_
8. I understand that I am responsible for and have given project courtesy notices to my surrounding neighbors. Initial \_\_\_\_\_

Owner(s) Signature: \_\_\_\_\_

Date: \_\_\_\_\_



## Submittal Checklist

- Site Plan: Submit a copy of a site plan. This is most easily prepared by submitting a copy of your property plat. Proposed changes/additions should be indicated, including dimensions and distances from adjacent properties and houses. All proposed changes must be contained within your property and meet the minimum set back requirements. It is your responsibility to verify this information.
- Materials and Colors: Samples of the materials and colors to be used and their placement must be submitted. If the proposed color(s) are not the same as the existing colors, color chips or paint swatches must be submitted for clarity. All applications involving paint must have color numbers and samples attached or the application will not be reviewed until the information is received and the application complete.
- Drawings and Photographs: A drawing of your proposed change/addition must be provided. Where applicable, submit manufacturer's literature or photographs as well as freehand or mechanical drawings. The amount of detail must be consistent with the complexity of the proposal. Relations of architectural features such as existing and proposed rooflines, window sizes and locations, building heights, roof slopes, etc. must be indicated.
- Landscape Submittals: In addition to the site plan and drawings/photographs, the species of plants and trees along with any potential drainage issues must also be addressed.
- Neighbor Notification: The attached Courtesy Notice must be completed and given to every neighbor that surrounds your home. Checking this box acknowledges this has been completed.
- Third Party Comments: If a neighbor has concerns with your proposed work, they will have seven (7) days from the date of their notification to register their concerns with the Architectural Control Committee (ACC) in writing. The ACC will then consider those concerns along with the application. Ultimately, however, the ACC decision will be based on the standards set forth in the Cherokee Bay Community Club building regulations and CCR's.
- Dates: The estimate start date and completion date of the proposed work must be included on the application.

**NOTICE: It is the responsibility of the homeowner to determine if local governmental approval (City of Maple Valley, etc.) is needed in addition to ACC approval. ACC approval does not include governmental approval and approval by a governmental body does not relieve the homeowner from obtaining ACC approval for any project submitted.**



**ACC Application Checklist**

For each application, please include the following information as it relates to your proposed project.

- Completed Application Applicant Initials \_\_\_\_\_
  
- Exterior Additions or Remodels (i.e. Accessory Structures) Applicant Initials \_\_\_\_\_
  - Site Plan
  - Material and Colors
  - Drawings and Photos
  - Landscape Submittals
  - Neighbor Courtesy Notices
  
- Minor Exterior Additions (i.e. Window Replacement) Applicant Initials \_\_\_\_\_
  - Site Plan
  - Drawings and Photos
  - Specifications and/or Details
  - Neighbor Courtesy Notices
  - Other Applicable Information
  
- Retaining Wall, Rockeries Applicant Initials \_\_\_\_\_
  - Site Plan and Proposed Location
  - Drainage Specifications
  - Material Specifications
  - Detail of appearance after construction (include dimensions)
  - Neighbor Courtesy Notice
  
- Landscaping Applicant Initials \_\_\_\_\_
  - Landscape
    - Site plan including plant material and layout
    - Summary of changes and/or intent
    - Type of irrigation system and layout (if applicable)
    - Photos of plant types
  
- Paint Alteration Applicant Initials \_\_\_\_\_
  - Photo of home
  - Example of proposed colors
  - Neighbor Courtesy Notices



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- Patio/Deck
  - Site plan indicating desired patio or deck placement
  - Dimensions
  - Materials
  - Neighbor Courtesy Notice

- Tree Removal
  - Site plan indicating tree location
  - Photo of tree to be removed
  - Reason for removal
  - Neighbor Courtesy Notice

Applicant Initials \_\_\_\_\_

- Roof Replacement
  - Photo of home
  - Roof dimensions
  - Materials/Type of Roof
  - Neighbor Courtesy Notice

Applicant Initials \_\_\_\_\_

Completed applications should be submitted via email to: [service@agynbyte.com](mailto:service@agynbyte.com).

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**Courtesy Notice**

**\*Owner is responsible for distributing this notice to every owner surrounding their yard\***

Owner Name: \_\_\_\_\_ Date Submitted: \_\_\_\_\_  
 Address: \_\_\_\_\_ Email: \_\_\_\_\_  
 Phone: \_\_\_\_\_ Estimated Start Date: \_\_\_\_\_  
 Alternate Phone: \_\_\_\_\_ Estimated Completion Date: \_\_\_\_\_

Project Description:

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**\*\*Residents should consider consulting with and experience professional regarding complex projects to ensure compliance with city code and community regulations. \*\***

**Type of Work Proposed (check all that apply)**

Retaining wall, rockery       Patio/Deck       Paint Alteration (Home, Door, etc.)  
 Minor Exterior Modifications       Landscaping       Tree Removal  
 Exterior Addition(s) or Remodel       Arbor, Pergola, Trellis       Roof Replacement  
 Other: \_\_\_\_\_

Location: \_\_\_\_\_ Size: \_\_\_\_\_

Color(s): \_\_\_\_\_ Materials: \_\_\_\_\_

Relationship to Property Line: \_\_\_\_\_

Neighbor(s) Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Neighbor Address: \_\_\_\_\_