

# NEWPORT YACHT CLUB AAC APPLICATION

(Revised July 2018)

The following are the documents required by the Architectural Advisory Committee (AAC). It is understood that not all projects require all this information. Please submit those documents pertinent to your particular situation. The AAC reserves the right to request further documents as deemed necessary to meet the intent of the Covenants.

The AAC meets on the first Tuesday of each month. Applications received by 12pm on the day of the meeting will be considered.

1. Applications Form: To be filled out by owner requesting review and approval. Applications must be signed by the property's owner. Application forms are available on the Club's web site ([newportshoreswa.org](http://newportshoreswa.org)) or maybe picked up at the Club's Office.

2. Plans and Drawing: One (1) copy of each of the following - 1/4" scale preferred.  
Note: All of the following may be placed upon one working drawing.

A. Site Plan - Note: The AAC relies on the applicant to accurately verify and depict all locations and lines.

1. Property Line: Show the location and dimensions.
2. Easements: show the locations for all existing.
3. Existing and proposed structure.
4. Land use code setbacks: Front, side, rear, and street setbacks.
5. Walls and fences: location, length and height.
6. Street.
7. Driveways and parking.
8. Building height.

B. Elevations

1. Show elevations from north, south, east and west.
2. Roof: show roof overhang and pitch.
3. Siding: Note exterior siding and roof covering.
4. Decks and porches: Indicate height of guardrails and spacing of intermediate railing.
5. Door and window schedule.
6. Fireplace section.

C. Specification sheet. 1 Copy

D. Landscape design. 1 Copy

E. External lighting.

3. Colors & Materials – Paint colors, stains colors, factory applied finishes, roofing products, doors, windows, etc. must have color samples, catalog cuts, color chips submitted with the applications. If a house is being repainted in the same colors, color samples are still required.

4. Job Completion: The Newport Shores Covenants require that all exterior work authorized by this Architectural Application will be completed within 9 months from commencement of construction.

5. Electronic Submission – Applications and supporting material may be submitted electronically via email to the Club's office, care of the General Manager. The Application must be signed. The Application, drawings and most supporting material is to be in PDF file format. Some material (e.g. photos) may be in JPG file format.

# APPLICATION

1. Address of Proposed Work: \_\_\_\_\_

2. Owner of Property: \_\_\_\_\_

Home Phone \_\_\_\_\_ Work or Cell Phone: \_\_\_\_\_

Address, if different from above \_\_\_\_\_

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

3. Contractor: \_\_\_\_\_ 4. Architect/Designer: \_\_\_\_\_

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

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

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5. Nature of work Proposed: (circle all that apply)      Remodel      Addition      Alteration

6. Describe the Work: \_\_\_\_\_

\_\_\_\_\_

ITEM	MATERIAL	COLOR
Type of Construction		
Roof		
Gutters/Downspouts		
Walls		
Trim		
Decking		
Railing		
Exterior Stairs		
Driveway		
Fencing		
Exterior Lighting		
Other		
Landscaping (Provide plan & description)		

By our signature(s), I/we hereby certify that:

1. The project applied for in this application does not violate any provisions of the Newport Shores Covenants and I/we will promptly rectify any violations of the Covenants that may become evident during or after design and/or construction; and
2. The project applied for in this application will commence within 60 days (180 days for major construction projects requiring permitting from other regulatory agencies) from the date of approval. Failure to commence the project within the time frame specified will require a request for an extension or the submission of a new application.

I/we further agree that the Board of Governors of Newport Yacht Club and/or its designee shall have the right to enter my property and inspect this project, subject to reasonable notice being given.

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

