



**HOA ARCHITECTURAL CONTROL COMMITTEE (ACC) REQUEST**

**SUBMIT TO:** Digby Heights HOA c/o ACC  
2800 Thorndyke Avenue West  
Seattle, Washington 98199  
  
Or [ACC@digbyheights.org](mailto:ACC@digbyheights.org)

**For office use only**  
Date Received: \_\_\_\_\_  
Date Complete: \_\_\_\_\_  
Decision: \_\_\_\_\_

**Please refer to the CCRs and Rules and Regulations Appendix B: Design Guidelines and Procedures documents to determine the likelihood of your proposal being approved before submission. Please include all required color samples, material pictures/samples, size information, and drawings/lot surveys. If approval is required by the city of Mount Vernon or Skagit County for your project, copy of the approval by the city and/or county needs to be included with your application. The 45 day deadline for action by the ACC in regards to this form does not start until a completed application is submitted.**

Name(s): \_\_\_\_\_

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

Home Phone: \_\_\_\_\_ Mobile Phone: \_\_\_\_\_

E-Mail Address: \_\_\_\_\_ Lot #: \_\_\_\_\_

Mailing Address (if different from property address):  
\_\_\_\_\_

**City of Mount Vernon approval required for proposed changes:** Yes  No

**Proposed project start date:** \_\_\_\_\_ **Proposed project end date:** \_\_\_\_\_

**The request involves these improvements (fill out details on the following pages):**

- |  |  |                                       |
|--|--|---------------------------------------|
| <input type="checkbox"/> Front or side fencing | <input type="checkbox"/> Roofing/siding        | <input type="checkbox"/> Shed         |
| <input type="checkbox"/> Back fencing          | <input type="checkbox"/> Driveway/walkway      | <input type="checkbox"/> Back door    |
| <input type="checkbox"/> Play equipment        | <input type="checkbox"/> Solar panels          | <input type="checkbox"/> Other: _____ |
| <input type="checkbox"/> Permanent décor       | <input type="checkbox"/> Painting (house/trim) |                                       |
| <input type="checkbox"/> Air conditioner       | <input type="checkbox"/> Garage door           |                                       |
| <input type="checkbox"/> Deck/patio slab       | <input type="checkbox"/> Front door/Storm door |                                       |



### FRONT OR SIDE FENCING

According to Appendix B, Section 4.8, front and side yard setback decorative fences must not exceed 4 feet in height. These fences should not detract from the appearance of the development. See section 4.8 for color requirements.

Please include a detailed description, with drawings, stain/paint colors, materials, and pictures, of any changes or additions to front and/or side fencing that are being proposed (attach additional sheets of paper if needed).

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### BACK FENCING

Is this an application for staining of existing fencing materials? Yes  No

If yes, will the stain be the same color as existing stain? Yes  No

Will this stain be applied to all sides of the fence (including sides shared with other homeowners? If yes, has this project been discussed with all homeowners? Yes  No

According to Appendix B, Section 4.8, back fencing match existing fencing in style and color, and can't exceed 6 feet in height. The approved color for back fencing is Superdeck Transparent Stain (one coat system) color #1905 – Heart Redwood.

Please include a detailed description, with drawings, stain colors, materials, and pictures, of any changes or additions to the back fencing that are being proposed (attach additional sheets of paper if needed).



### **PLAY EQUIPMENT**

The construction of all permanent or semi-permanent play structures (play house, swing set, etc.) must be approved by the ACC. Please include a full description, including pictures of the structure, placement in the yard, and size, of all proposed play equipment (attach additional pages if needed). Please keep the requirements stated in Appendix B, Section 4.12 in mind when describing your proposal.

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### **PERMANENT DÉCOR**

The building or installment of all permanent or semi-permanent décor, such as arbors, walkways, or anything attached to houses, needs to be approved by the ACC. Please include a full description, including pictures of any structures, materials, and placement of all proposed permanent décor (attach additional pages if needed).



### AIR CONDITIONER

The installation of an air conditioner is allowed. However, the placement of the outside air conditioner unit is a concern. The unit must not be visible from the front street. Please include a full description and drawing of the placement of the proposed air conditioner unit and how it will be screened (attach additional pieces of paper if needed). Please pay attention to the requirements of Appendix B, Section 4.1.

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### HOUSE AND/OR TRIM PAINTING

What painting projects are being proposed? House  Trim

Will the house be the same color as the existing color? Yes  No  N/A

Will the trim be the same color? Yes  No  N/A

Please include a description (with applicable drawings) of what parts of the house will be painted and what colors. Please include paint chips/swatches with the names of the paint as attachments to this application. Allowable colors for the house and/or doors can be found at: <http://bit.ly/ACCpaint>. Please note that, Appendix B, Section 4.11 specifies that painting the exterior of the house the existing color does not require prior ACC approval.



**DECK/PATIO SLAB**

What is being proposed? \_\_\_\_\_

Who will be building the deck/patio slab? \_\_\_\_\_

Please include the city’s approval of the proposal, if required. Please include a full description, scaled drawings of the structures or slab, pictures and descriptions of the materials, and pictures of the colors of the materials below. Please attach any additional pages or materials required to this application.

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**ROOFING/SIDING**

What project is being proposed? \_\_\_\_\_

Who will be doing this work? \_\_\_\_\_

According to Appendix B, Sections 4.14 and 4.15, all replacement roofing and siding materials must be the same, as far as possible, to the original materials.

Please provide a full description of the project that is being proposed. Please include samples and descriptions of the materials and colors that will be used (attach additional pages if needed).



**DRIVEWAY/WALKWAY**

What project is being proposed? Driveway  Walkway  Both

Who will be completing this project? \_\_\_\_\_

Please provide a full description, including pictures and placement drawings, of the size, coloration, and materials that will be used in this project (attach additional pages if needed). Please keep the requirements of Appendix B, Section 4.5 in mind when writing this proposal.

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**ROOFTOP SOLAR PANELS**

Who will be installing the solar panels? \_\_\_\_\_

What brand/model number are the solar panels? \_\_\_\_\_

How many solar panels will be installed? \_\_\_\_\_

Will these solar panels be visible from cars or people on the street or standing in the front yard?

Yes  No

Please provide a full description, with drawings and brochures or printed information about the solar panels in this application (attach additional pages and information as needed). Please keep the requirements of Appendix B, Section 4.16 in mind when writing this proposal.



### **GARAGE DOOR**

What is being proposed? Replace Garage Door  Paint Garage Door

Who will be completing this project? \_\_\_\_\_

Please describe this project. If the project is painting of the garage door, please include a paint chip/swatch. If the project is replacing the garage door, please include pictures or brochures illustrating the garage door style/model and color. Attach additional information if needed. Please keep the requirements in Appendix B, Section 4.10 in mind when completing this proposal.

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### **FRONT DOOR/STORM DOOR**

What project is being proposed (more than one choice may be identified)?

- Paint Front Door
- Replace Front Door
- Paint Storm Door
- Install Storm Door

Who will be completing this project? \_\_\_\_\_

Please provide a full description of the project, including any pictures of new door(s) and/or paint swatches/chips for new paint colors, in this application (attach any additional pages if needed). Please keep the requirements of Appendix B, Sections 4.6 and 4.17 in mind when completing this proposal. Please note that only the preapproved colors indicated on the Sherwin Williams (<http://bit.ly/ACCpaint>) site are allowed.



**SHED**

Who will be building the shed? \_\_\_\_\_

Will a cement foundation need to be poured for this shed? \_\_\_\_\_

Please provide a full description for this shed. Pictures of the shed, size measurements, drawings of where the shed will be placed on the lot, identification of how far from the fences the shed will be placed, materials, and colors must be visualized and described. The approval for this project by the city of Mount Vernon, if required, must be attached. Please keep the requirements outlined in Appendix B, Section 4.2 in mind when completing this proposal.

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**BACK DOOR**

What project is being proposed (more than one choice may be identified)?

- Paint Back Door
- Replace Back Door
- Paint Storm Door
- Install Storm Door

Who will be completing this project? \_\_\_\_\_

Please provide a full description of the project, including any pictures of new door(s) and/or paint swatches/chips for new paint colors, in this application (attach any additional pages if needed). Please keep the requirements of Appendix B, Sections 4.6 and 4.17 in mind when completing this proposal. Please note that only the preapproved colors indicated on the Sherwin Williams (<http://bit.ly/ACCpaint>) site are allowed.





**OTHER**

If "other" was selected on the front page, please provide a detailed description (including colors, pictures, diagrams, and yard or house locations) of the proposed exterior change to the residence. Please keep all specifications outlined in the Rules and Regulations and Appendix B documents in mind when completing this proposal.



If the plans and specifications included in this application are approved by the ACC, I agree that any project will be completed exactly as stated. No changes to these plans can be made without written approval by the ACC.

I understand that the ACC and HOA do not address city or state code requirements. I understand that it is up to me to determine if city or other approval is needed for my plans. I understand that this approval must be obtained before submitting an application to the ACC.

I give my permission to the ACC, HOA board members, and their representatives to come onto my property to assess my proposal and the completed project or work.

\_\_\_\_\_

Homeowner Signature Date

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SECTION TO BE COMPLETED BY ACC

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ACC Action:  Approved

Denied

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\_\_\_\_\_

Date of ACC Decision: \_\_\_\_\_