



**ARCHITECTURAL / LANDSCAPE / HARDSCAPE CHANGE REQUEST  
FOR GOLF COURSE SIDE OF PROPERTIES**

**Name of Local HOA:** \_\_\_\_\_

**Purpose of This Form:** Homeowners must submit this Change Request to their Local Architectural Committee (AC) prior to making ANY alterations to their property along the golf course. It is recommended you contact a member of the local AC before submitting this form. An AC member can assist you in completing the form and explain the next steps required.

**Date Received  
By local HOA**  
\_\_\_\_\_

Homeowner Name(s): \_\_\_\_\_ Telephone: \_\_\_\_\_

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

In accordance with the Local HOA governing documents and CCC Standards, I/we hereby apply for written approval to make the following changes to my/our property.

**Describe proposed changes, including estimated completion date.** \_\_\_\_\_

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

**To expedite review, please provide all required information, including:**

- A. Plans of proposed changes, including plot plan, prepared in sufficient detail so that a lay person would understand the proposed changes.
- B. Elevation drawings depicting the proposed changes as they will appear when completed.
- C. Other information you consider relevant to your request.

**Homeowner understands and agrees with the following:**

1. \_\_\_\_\_ **(Initials)** A property line survey including all recorded easements and rights-of-way, performed by a licensed professional and paid for by the Homeowner, is required for any alteration of a home, deck, patio, walkway, garage, building or other structure that is added to the golf course side of your home.
2. \_\_\_\_\_ **(Initials)** Line-of-sight neighbors have been notified.
3. \_\_\_\_\_ **(Initials)** All changes are required to conform with existing architectural and aesthetic conditions. The Homeowner has the sole responsibility for obtaining building permits and/or for any other areas requiring governmental, professional or technical advice or approval. The homeowner is solely responsible for any injury to any persons or damages to any property that may result from the approval requested in this ACR.
4. \_\_\_\_\_ **(Initials)** If existing irrigation lines need to be relocated due to the construction, such work shall be done by at the Homeowner's expense. Allow up to six (6) weeks for irrigation revisions to be completed before starting construction.

**Homeowner agrees to ensure contractors comply with the following:**

- 5. \_\_\_\_\_ **(Initials)** Comply with City of Wilsonville construction noise ordinance (see CCC Architectural Control Standards at their website).
- 6. \_\_\_\_\_ **(Initials)** Construction vehicles are to park on the Homeowner’s driveway or in guest parking whenever possible. If a large construction vehicle is on the street, access for emergency vehicles shall be maintained at all times.
- 7. \_\_\_\_\_ **(Initials)** All construction materials shall be stored on the Homeowner’s property. This includes porta-toilets.

**Homeowner agrees that, upon approval, the following apply:**

- 8. \_\_\_\_\_ **(Initials)** Approval is solely for changes identified herein based upon the information and plans presented. Any changes to the project require an approved amendment to the original application.
- 9. \_\_\_\_\_ **(Initials)** All changes shall be completed within the time stated herein or as amended, in writing, by the respective parties.
- 10. \_\_\_\_\_ **(Initials)** Final approval by the Local HOA will be granted upon completion of the changes and a final inspection confirming the changes conform to the approved application and any subsequent amendments.

**Homeowner Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Homeowner Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

***Any changes along golf course property will require approval of both the local HOA and the CCAC Executive Committee in consultation with golf course representatives.***

The Executive Committee will not approve any project that crosses property lines.

The local HOA should complete this form first and then send to CCAC Executive Committee Chair.

<i>For use by Local AC:</i>	
DECISION ON PROJECT APPLICATION:	
Architecture Committee: _____	Approved: _____ Not approved: _____
Comments/Conditions of approval: _____	
By: _____ Date: _____	
<i>For use by Charbonneau Country Club Architectural Committee:</i>	
CCAC Executive Committee Chair: _____	Approved: _____ Not approved: _____
By: _____	Date: _____
Comments: _____	

**FINAL APPROVAL OF COMPLETED PROJECT:**

Inspection by (local AC): \_\_\_\_\_ Date: \_\_\_\_\_