

*Appendix B*

**DESIGN REVIEW COMMITTEE  
APPLICATION FOR ADDITIONS AND/OR ALTERNATIONS TO PROPERTY**

**Steps 1 & 2 – Project Details**

Provide a full description of your project (see below) and then email your initial application and supporting documentation to [DRCapplication@NewRainierVista.com](mailto:DRCapplication@NewRainierVista.com). The DRC will advise if there are any clarifications or additional documents needed for review of your application. NOTE: Your neighbors' signatures acknowledging your application are NOT required until Step 3.

**Address of Proposed Work:** \_\_\_\_\_

**Name:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

**Address:** \_\_\_\_\_ **Alt. Phone:** \_\_\_\_\_

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

**Estimated Start Date:** \_\_\_\_\_ **Estimated Completion Date:** \_\_\_\_\_

**Work being performed by (mark one)** \_\_\_\_\_ **Contractor** \_\_\_\_\_ **Homeowner**

**NOTE: Upon approval of your application, ALL applications expire 180 calendar days thereafter. After this time, if the work in your approved application has not been completed, applicants must resubmit to the DRC their intentions, inclusive of details, dimensions, location, and materials, prior to continuing any modifications. A DRC member will follow up with the applicant at the estimated completion date, or after 180 days.**

**Per the CC&Rs, please allow 30 days for the DRC to review and respond to your application.**

**Full Description:**

Please provide a description of your project, showing details of location, materials, installation, etc. Attach additional pages as needed. If there is insufficient detail to fully understand your proposal, your application will be returned to you for more information. (See Article 9 of the New Rainier Rules & Regulations, Design Standards, for additional information and requirements for submittal of application.)

**Step 3 - Adjacent Property Owner Acknowledgement**

Once your initial application has been submitted (Step 2) and the DRC acknowledges your application is complete, please review the application and supporting documents for your proposed project with your neighbors. Ask them to sign your application acknowledging that they are aware of the work you want to do (this does not indicate they approve)

**NOTE: Neighbors' signatures acknowledging your submission must be accompanied by ALL of the details pertaining to your project. Electronic signatures are not acceptable as of July 1st, 2011.**

**Note to Adjacent Property Owners:**

*Your signature does not constitute nor indicate approval or disapproval but only indicates that you have been made aware of the applicant's proposed project. If you have questions or concerns related to this application, please notify the DRC in writing within seven (7) days of your signature date. All correspondence will remain confidential.*

**Send all correspondence to:**

[DRCApplication@newrainiervista.com](mailto:DRCApplication@newrainiervista.com)

Neighbors	Print Name	Address	Owner's Signature	Date
Left				
Right				
Across				
Rear				
Other				

**Step 4 - Applicant Signature and Disclaimer**

I have read and acknowledge the CC&Rs and Design Guidelines that govern the procedure for undertaking any addition or alteration to my property.

Disclaimer of Liability or Warranty: The approval of plans and specifications by the Design Review Committee for New Rainier Vista applies only to the style, exterior finishes, appearance, and general location of the structures shown in such plans and specifications and shall not be relied upon as an approval or warranty regarding engineering and structural design, building or zoning code compliance, feasibility or marketability for any purpose, or compliance with applicable building ordinances, standards, or regulations. By approving the plans and specification, neither the Design Review Committee or the members thereof, the Association, the Board, nor the Declarant assumes any liability or responsibility therefore, or for any defect in any structure constructed there from, and said persons further specifically exclude from such approval any implied warranty of merchantability and fitness for any purpose.

**By signing this document, the applicant confirms that no work will be started or completed on the project prior to DRC approval. In addition, if any work is done prior to approval, the homeowner is subject to a fine and/or removal of any completed work per Section 10 of the NRV Rules and Regulations.**

**Applicant’s Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_



**Step 4 - DRC Response** *(this section for DRC use)*

- Approved**
- Approved with conditions**
- Not Approved**
- Request additional information**

**Comments:**

**Chairperson’s Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Tracking Number / Name:** \_\_\_\_\_ **Date Received:** \_\_\_\_\_

**Date response forwarded to homeowner:** \_\_\_\_\_