

# Olympus Homeowners Improvement Application

Mail to: Olympus HOA, c/o Protocol Property Management C • 1756 Watson Street North • Enumclaw, WA 98022  
OR Submit it to: Mark Ledbury – 8319 127<sup>th</sup> Ave. SE • (425) 271-3445 • [acc@olympusnewcastle.org](mailto:acc@olympusnewcastle.org)

Home / Property Owner: \_\_\_\_\_ E-mail Address: \_\_\_\_\_  
Address: \_\_\_\_\_ Day / Night Phone: \_\_\_\_\_  
Project Start Date \_\_\_\_\_ Estimated Finish Date \_\_\_\_\_

Please identify your home improvement project below and allow three (3) weeks for application to be received and approved.  
**NOTE: Work started before receipt of approval is done at your risk and, if the project cannot be approved, the affected area must be returned to original condition.**

## GENERAL IMPROVEMENTS (Check the appropriate box)

- Painting** Include color chips and indicate which is base, trim and accent color.
- Fencing** Include pictures of the planned fence style or a scale dimensional drawing of the fence, as well as its placement on the lot. An acceptable alternative can be a clear, freehand sketch or clearly written description (i.e., understandable and typed or printed) if the information is complete.
- Landscaping** Provide a scale dimension drawing or a layout sketch of placement of major plantings if they are located on the perimeter of your lot, or if they might constitute or become a visual obstruction for neighbors.

## CONSTRUCTION IMPROVEMENTS (Check the appropriate box)

- Decks** Provide multiple-view scale dimensional drawings showing the proposed deck layout, and its relationship to the house and lot. Include a brief description of materials used for construction (cedar, pressure-treated redwood, etc.)
- Roofs** Contact the OHA board for a complete list of approved roofing specifications. If replacing existing roof with anything other than cedar shake, provide a color brochure and / or manufacturers specification data sheet along with improvement form.
- Retaining Walls** Provide a diagram showing the height, length and placement on your lot. State the type of wall material (brick, concrete blocks, rock, wood, etc.).
- Home Additions** Provide multiple views, dimensional drawings of the proposed addition to your home and define the location of the addition on your lot. Provide an exterior paint color definition as above under Painting. Define the exterior building materials if it will be different from the rest of the house.

### Notes:

- 1) It is the Homeowners responsibility to obtain any and all necessary work permits.
- 2) OHA approval does not constitute approval to proceed if the required work permits have not been obtained.
- 3) Please allow three (3) weeks for review and approval from the date your application is received. **Work started before receipt of approval is done at your risk and, if the project cannot be approved, the affected area must be returned to original condition.** Approval must be received in writing or via e-mail from OHA or Protocol Property Management.
- 4) All contractors / homeowners must abide by policies established by City of Newcastle pertaining to access, hours of work, noise and cleanup.
- 5) Property access for Architectural Review Board representatives may be required to review / approve project. OHA representatives will contact the homeowners if this is required.

Homeowner signature \_\_\_\_\_ Date \_\_\_\_\_

<b>OHA Use:</b>	Log# _____	Date Received: _____	Received by: _____
Notes:			