

INSTRUCTIONS: In addition to this form, you must submit the following attachments as applicable:

1. A site plan with the location of the proposed work drawn to scale with exact dimensions shown. Note distances from property lines, unit boundaries, and show relationship of proposed work to neighboring homes and open spaces.
2. Drawings or illustrations of the proposed work showing the design.
3. Specifications of materials to be used and include all samples.
4. Sample paint chip: Color changes will be considered only for exterior entry and deck doors. Color changes to other exterior surfaces such as siding and trim are not to be made by unit owners.
5. Grading plan if changes in grade or other conditions will affect drainage. NOTE: If your work will alter drainage patterns, you **MUST** obtain the signature of the owner(s) who will be affected.

ACKNOWLEDGEMENT OF APPLICANT: (Signature Required Below.)

1. I understand that the PPTCA board will not approve any proposed alteration that it deems may impair the structural integrity or mechanical or electrical systems or maintainability or lessen the support of any building. Application approval does not waive or supersede any other requirement or provision of the Trios Condo Declaration or other governing documents of the PPTCA.
2. I understand that construction of certain projects requires that I obtain a Kitsap County (and possibly other government jurisdiction) building permit(s). I agree to provide evidence to the PPTCA board that I have obtained all required permits prior to commencing work. Approval of the proposed work by the PPTCA board does not affect or remove these requirements.
3. I understand that starting any work prior to written PPTCA board approval is not allowed and that if alteration or construction is done and this application is not approved, I may be required to return the property to its former condition at my own expense and that I may be required to pay all legal expenses incurred by myself and/or by the PPTCA if legal action becomes necessary.
4. I understand that members of the PPTCA board may enter my unit to make reasonable inspection of the proposed work locations only with my prior approval. Without this approval, the board may be forced to deny the proposed work due to lack of facts on which to base a decision.
5. I am aware of the Poulsbo Place Trios Condominium Declaration in regard to the review and approval process and that I am responsible for expenses that may be incurred as described in the Declaration.
6. The proposed work must be completed within 90 days of approval of the application by the PPTCA board.
7. I understand that approval is contingent upon all work being completed in a workmanlike manner with quality equal to or better than the original construction.
8. I understand that if I disagree with the board's ruling, I may appeal the decision at the next regularly scheduled PPTCA board meeting.
9. I understand that I must also apply to the PPOA Architectural Control Committee for approval of any exterior portion(s) of my proposed alteration as required by it, and that I may need to provide duplicate information to both authorities. Explicit approval by both authorities is required prior to commencing work.

Owner's Signature: _____ Date: _____