



**c/o Association Services, Inc. (ASI)**  
 HOA Management Company for The Landings  
 1110 Park Place, Suite 101  
 Coeur d'Alene, ID 83814  
 (208) 676-8626 – Office  
 (208) 676-8603 – Fax

**ARCHITECTURAL CONTROL COMMITTEE**  
**Application for an Exterior Change, Structure or Improvement**

An approval by The Landings HOA Architectural Control Committee (ACC) is required before any work can begin on a fence, shed, shop, exterior structure, home modification or other major improvement.

No construction activity shall take place prior to receiving the approval of the ACC. The ACC will take a minimum of fourteen (14) days and a maximum of thirty (30) days to review the application. If alterations are made prior to approval, the property owner may be required to return the property to its former condition at the expense of the property owner if this application is not approved wholly or in part, and the property owner may be required to pay all legal expenses incurred if legal action becomes necessary.

**Please review this application and the architectural requirements before completing and submitting this application.**

*The Landings CC&Rs, Article VII, Section 7.01 – Approval by the Board. No buildings, fence, wall or other structure shall be commenced, erected or maintained upon the Property, nor shall an exterior addition to or change or alteration therein be made until the plans and specifications showing the nature, kind, shape, height, materials and location of the same shall have been submitted to and approved in writing as to the quality of the materials, harmony of external design and location in relation to surrounding structures and topography by the Board of Directors or designated agent thereof.*

This full application, all required supporting documents and an application fee payable to The Landings HOA should be submitted to:

The Landings at Waterford Homeowners Association, Inc.     or     Scanned and emailed to [laura@asi-hoa.com](mailto:laura@asi-hoa.com)  
 c/o Association Services, Inc.  
 1110 Park Place, Suite 101  
 Coeur d'Alene, ID 83814

<p><b>Completed Application Packet requires:</b></p> <p>_____ Complete Application – signed and dated</p> <p>_____ Acknowledgement of Applicant – signed and dated</p> <p>_____ Architectural Guidelines – initialed and dated</p> <p>_____ Site Plan</p> <p>_____ Material sample(s)</p> <p>_____ Check payable to The Landings HOA in the amount of: \$10.00   \$25.00   \$40.00 (see page 5 for fee schedule)</p>	<p><b>(For internal use only)</b></p> <p>_____ Application Submitted to ASI</p> <p>_____ Scanned and forwarded to the ACC</p> <p>_____ Payment posted and cleared</p> <p>_____ Application Approved____ Declined ____ by ACC</p> <p>_____ Letter sent to Applicant with ACC decision</p> <p>_____ Request for Final inspection from Applicant</p> <p>_____ Final inspection conducted by the ACC</p> <p>_____ Final inspection: Approved____ Declined ____</p> <p>Comments: _____</p>
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Owner(s): \_\_\_\_\_

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

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Project Description: \_\_\_\_\_

**Acknowledgement of Applicant**

1. My annual assessment fees are current.
2. I am aware of the Covenants, Conditions and Restrictions (CC&R's) and Architectural Controls with regards to the review process.
3. I must state the full details and the purpose and/or reason for improvement.
4. I must provide a Site Plan with scale drawings of exact dimensions of the improvement showing location on property, distance from property lines and showing the relationship of the improvement to neighboring homes and/or open spaces.
5. I must provide drawings and/or illustrations showing the design of the proposed improvement.
6. I must provide material and color samples and list the type of wood or other materials to be used.
7. I must provide a Grading Plan if changes in grade or other conditions adversely affecting drainage are anticipated (generally, improvements will be denied if adjoining properties are adversely affected by changes in drainage).
8. I must submit a landscape plan if landscaping is relevant to the project or improvement.
9. I understand that construction of certain major projects require that I obtain a building permit from the City of Coeur d'Alene, which is also my responsibility as the property owner. Approval of a project by the ACC does not affect or alter that requirement.
10. No construction activity shall take place prior to the approval of the ACC. The ACC will take a minimum of fourteen (14) days and a maximum of thirty (30) days to review the project. If alterations are made prior to approval, I may be required to return the property to its' former condition at my own expense if this application is not approved wholly or in part, and that I may be required to pay all legal expenses incurred if legal action becomes necessary.
11. Members of the ACC are permitted to enter on my property to make reasonable inspection of proposed construction locations.
12. The alteration authority granted by this application will be revoked automatically if the alteration requested has not commenced within six (6) months of the approval date of the application and/or has not been substantially completed with six (6) months of commencement of the project.
13. Any approval by the ACC is contingent upon construction or alterations being completed in a workman-like manner as per plans submitted.
14. I understand that if I disagree with the ACC ruling, an appeal procedure is provided directly through the Board of Directors.
15. A notice of completion must be submitted to ASI at (208) 676-8626 within the 6 month project deadline. The ACC will conduct a final on site review of the project.

Date: \_\_\_\_\_ Signature of Applicant: \_\_\_\_\_

**The Landings at Waterford HOA**  
**Architectural Control Committee (ACC)**  
**Architectural Guidelines**

**Roofing - Materials & Requirements**

-Roofing materials: The finished roof for improvements shall be architectural grade, laminated shingles. The approved color for roofing tiles is Weatherwood.

-Roof type/pitch: Roof pitch is to be similar to single family dwelling on the lot, while falling within the 10 foot height requirement.

-Deviation in roof pitch may allowed to accommodate the maximum height requirement.

-Gambrel roofs (barn style) are prohibited.

-Metal roofs are prohibited.

**Exterior Appearance – Materials & Requirements**

-Any detached storage building or improvement shall be of a similar color and built of construction materials consistent with the primary single-family dwelling on the lot.

-Siding: Siding must be vinyl lap siding on all four sides of the structure. Materials should match the primary dwelling in appearance.

-Foundation: The shed may be placed on a concrete, block, timber or steel foundation in accordance with local building codes. If the foundation extends above grade it must be factored into the maximum height calculation.

-Color: Shall be of an earth tone consistent with the approved color(s) of the home.

-Driveway: All driveways shall be of a concrete composition.

**Size Requirements**

-Maximum square footage of any improvement is 150 square feet.

-Maximum height is 10 feet tall from the ground to the peak of the roof of the improvement.

-Any building shall be constructed in a manner consistent with all applicable set-backs and building standards arising under these Covenants and, where applicable, City Code.

-The Landings HOA requires a minimum setback distance of five (5) feet from any other structure, building, property line, etc. for all structures and improvements

-The Landings HOA will consider granting a variance for building size to lot owners who can fulfill the following requirements:

-Does the shed meet the fifteen (15) foot setback requirement?

-Does the applicant have approval forms from adjacent and affected neighbors?

-Is the applicant's lot zoned R-3?

-Is the square footage of the structure/improvement over 150 square feet in size?

-No Dwelling Units erected shall exceed two stories in height, to protect some view opportunities of the adjacent and surrounding Lots, with the specific height and roofline design of each such Unit to be reviewed by the Board or its designated agent.

*-The Neighbor's Written Approval form is at the end of this application.*

**Plans & Permit Requirements**

-Nothing contained in this document or the Landings HOA CC&Rs shall relieve any homeowner from the responsibility to obtain any necessary building permits or other authorization from any governmental entity with oversight over the construction of said structures/improvements, including the City of Coeur d'Alene.

-No storage building may be used for the purpose of habitation.

-The site plan must include at a minimum a plan view elevation; front, side and rear elevations; and a site plan *detailing location on the lot with setbacks indicated, all showing dimensions and sufficient detail to allow for review.*

**Owner(s) initials here - \_\_\_\_\_**

## Material Requirements

-Samples of the materials to be used on the project are to be submitted with the application, either by physical or electronic means

-Greenhouses are prohibited in the Landings at Waterford HOA (Greenhouses cannot fulfill the requirement of being architecturally consistent with the home).

## Landscape Requirements

-As part of the construction phase of each Dwelling Unit, and within ninety (90) days of closing of the purchase of a completed Dwelling unit, the Owner shall landscape and plant all the yards of such Dwelling Unit in accordance with such landscaping plans and requirements as the Board or its designated agent may hereafter adopt.

- Landscaping is allowed and encouraged in the alleyway areas (plans for landscape are not needed unless a change in grading or elevation is expected).

## Fence Requirements

-No fence shall exceed six (6) feet in height. This measurement is from the original grade level.

-Lots zoned R-3 (large lots), must be constructed of fencing material that is either vinyl or wrought iron.

-Lots zoned R-8 (smaller lots), must be constructed of fencing material that is either vinyl, wrought iron, or wood.

-Please contact Association Services, Inc. if you require assistance in determining if your lot is zoned R-3 or R-8.

-Front yard landscaping fences:

- May be split rail, of vinyl material only and must match other vinyl fencing on the property.

- The maximum height for front yard landscaping fences is three (3) feet tall.

- Fence must have only two (2) horizontal rails.

-All wood fencing must be 4" or 6" wide, and may not be a split rail fence.

-Chain link fencing, lattice fencing and dog runs are prohibited.

-Dog runs and lattice fencing may be approved if they are totally obscured from view from all sides

-All fence posts shall be buried in concrete at a depth of at least twenty-four (24) inches.

-Fences built on an alley-way lot must be setback a minimum of three (3) feet from the edge of the alley.

-No fence, wall or hedge extending between the rear foundation line of a residence and the front setback line shall be higher than thirty-six (36") inches, except for a fence of up to seventy-two (72") inches in height

## Flagpole Guidelines

-Flagpoles shall not be placed in any swale or common area property.

-Flagpoles shall not exceed the maximum height that the City of Coeur d'Alene allows. Flagpoles shall be kept at a reasonable height that is not intrusive to surrounding neighbors.

-Flagpoles must be anchored in concrete.

-Flags must be kept in good repair; as per United States Flag Code.

-If a flag is flown between dusk and dawn, appropriate lighting, as per the United States Flag Code, shall be used. The light shall not illuminate any structure or area other than the flag.

-Wall mounted flags that are attached to a home do not require approval or an ACC application.

## Alleyway Requirements

-No changes in the finished grade or elevation may be made.

-No structures other than fences will be approved within seventeen (17) feet of the alley.

-Fences must be setback a minimum of three (3) feet from the edge of the alley.

-No storage of any kind is allowed in the alley area unless totally concealed by an approved fence.

-Nonporous hard surfaces are not allowed within 17 feet of the alley, the only exceptions being approved driveways.

-Landscaping is allowed and encouraged in the alleyway areas (plans for landscape are not needed unless a change in grading or elevation is expected).

-Properties with alley-way access are the only areas in The Landings authorized to build a shop with approved plans by the ACC.

**Architectural Control Committee Applications – Fee Schedule  
per Board Resolution 002**

**\$10.00 Application Fee**

Painting of front door | trim | home | railings | shutters  
Installation of gutters | gable vents | shutters  
Installation of a flagpole  
Installation of water feature  
Installation of trellis | garden features  
Installation of concrete or pathways

**\$25.00 Application Fee**

Installation of detached shed | fence | fence gate(s) | pergola | patio cover  
Installation of hand railing  
Installation of any sun shade device or material

**\$40.00 Application Fee**

Remodel of home | Exterior Additions  
Building of a shop or garage  
Any project requiring a permit from the City of Coeur d'Alene  
Any project requiring any other special permitting

If your project/improvement is not listed above, please contact Association Services, Inc. at (208) 676-8626 for assistance.

**Please make the application fee payable to The Landings HOA. The application fee may be paid by check, exact cash, money order, or bill-pay through your financial institution. Any check made out to ASI will be returned to the applicant.**

**Requirements for Exterior Change or Structure**  
**(FOR APPLICANT TO COMPLETE)**

**Meets the Requirements?**  
**(FOR ASI TO COMPLETE)**

<p><b>Assessments</b>          Is the applicant current on association assessments? Yes _____ No _____ Unknown _____</p>	
<p><b>Plans</b>  <i>Did you include a site plan, including setbacks, of the project with elevations of the front, side and rear?</i>          Yes _____ No _____ Unknown _____  <i>Do you plan to use a contractor?</i> Yes _____ No _____ Unknown _____          Contractor's Information:          _____  <i>May we contact the contractor if we have questions regarding your project?</i>          _____</p>	
<p><b>Dimensions</b>          Size of project (dimensions): _____ Square footage: _____          Height of Structure: _____ Height of Fence: _____          (Maximum height for structures/improvements in the Landings is 10 feet tall)          (Maximum height for fences is 3 feet tall for front yard fences and 6 feet tall for other fences)          Lineal Feet of Fence: _____</p> <p><b>151-200 Square Foot Variance Sheds Only:</b>  <i>Does the shed meet the 15 foot setback requirement?</i>          Yes _____ No _____ Unknown _____  <i>Does the applicant have approval forms from adjacent and affected neighbors?</i>          Yes _____ No _____ Unknown _____  <i>Is the applicant's lot zoned R-3?</i>          Yes _____ No _____ Unknown _____  <i>Please contact Association Services, Inc. if you require assistance in determining if your lot is zoned R-3 or R-8.</i>  <i>The Neighbor's Written Approval form is at the end of this application.</i></p>	
<p><b>Siding</b>  <i>Please provide a sample or photo of the siding material along with application</i>  <i>Please provide a sample or photo of any color(s) to be used along with application</i>          Lap siding material: _____          Lap siding color: _____          Does the siding match the home in color and material? Yes _____ No _____ Unknown _____</p>	
<p><b>Roof Pitch</b>          The type/pitch of the roof must match the predominate style and pitch of the primary dwelling:          Pitch of roof of home: _____ Pitch of roof of structure/improvement: _____</p> <p><b>Roofing Material</b>  <i>Please provide a sample or photo of the roofing material along with the application</i>          Roofing shingles must be architectural grade asphalt or fiberglass laminated shingles in a uniform color known as "weatherwood". Metal roofs are not allowed.          Is the roofing material for the project "weatherwood" shingles?          Yes _____ No _____ Unknown _____</p>	
<p><b>Trim/Gables/Other</b>  <i>Please provide a sample or photo of the trim color along with the application</i>          Trim material: _____          Trim color: _____          Does the trim match the home in color and material? Yes _____ No _____ Unknown _____</p>	
<p><b>Other Materials</b>  <i>Please provide a sample or photo of any other material(s) that will be used along with the application</i>  <b>Vinyl</b> White _____ Almond _____ Sand _____  <b>Wrought Iron</b> Black _____ White _____  <b>Wood with semi-transparent stain</b> Clear _____ Cedar _____ Other _____  <b>Material 1:</b> _____ <b>Material 2:</b> _____</p>	

<p><b>Fences</b>  Do you plan to tie-in to any neighbor's fences?  Yes _____ No _____ Unknown _____  <b>If yes, please note here what your neighbor's addresses are, and please submit a 'Neighbor's Written Approval Form' for each affected Neighbor. The Neighbor's Written Approval form is at the end of this application.</b>   Address 1: _____  Address 2: _____</p>	
<p><b>Foundation</b>  What is the foundation of the structure? _____ (ex. Concrete)</p>	
<p><b>Do you plan to obtain a City of Coeur d'Alene Building Permit for your project?</b>  Yes _____ No _____ Unknown _____  When obtained, the building permit number is: _____</p>	
<p><b>Is there any additional information you would like to provide to The Landings HOA Architectural Control Committee in regards to the proposed structure/improvement on your property?</b>  Yes _____ No _____ Unknown _____  If yes, please describe: _____  _____</p>	
<p><b>Shops/Detached Garages</b>  <b>Is this lot a shop/detached garage Lot?</b> (all of the following described lots as shown on the plat of The Landings at Waterford Fourth Addition as recorded at Book J of Plats, page 343, records of Kootenai County, Idaho) per the First to the Fourth Amendment to the Landings CC&amp;Rs recorded July 17, 2006 instrument no. 2043746000):  Block 1, Lots 1 through 14 and 16 through 38 – 4<sup>th</sup> Addition  Block 2, Lots 1 through 19 – 4<sup>th</sup> Addition  Block 3, Lots 1 through 11 – 4<sup>th</sup> Addition  Block 4, Lots 1 through 13 – 4<sup>th</sup> Addition  Block 5, Lots 1 through 15 – 4<sup>th</sup> Addition  Block 6, Lots 1 through 9 and 11 through 40 – 4<sup>th</sup> Addition  Block 7, Lots 1 through 9 and 11 through 21 – 4<sup>th</sup> Addition  Yes _____ No _____ Unknown _____</p> <p>-Any 'detached garage' on any of these lots must obtain approval of the ACC.  -Any 'detached garage' on any of these lots must be of a design, color and construction composition identical to that of the primary house on the lot.  -Any 'detached garage' on any of these lots must have a maximum plate height of 16 feet.</p> <p>What is the plate height of your 'detached garage'? _____ Unknown _____  -Any detached garage constructed on any of these lots must be accessed by a paved alley. Does your detached garage have paved alleyway access?  Yes _____ No _____ Unknown _____</p>	

The information listed above is complete and accurate to the best of my knowledge.

**Signature of Applicant:** \_\_\_\_\_

APPROVED BY THE ACC                      DENIED BY THE ACC                      (CIRCLE ONE)

ACC REQUIREMENTS TO GAIN APPROVAL IF DENIED: \_\_\_\_\_



Authorized Signature: \_\_\_\_\_  
Date: \_\_\_\_\_

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Architectural Control Committee (ACC)

Neighbor's Written Approval

Type of Project	Check the applicable project
Fence tie-in to my existing fence	
Oversized Detached Storage Shed	
Other	

I (we) \_\_\_\_\_ at: \_\_\_\_\_  
Name(s) Address

in The Landings at Waterford HOA understand and approve the following project for my/our neighbor at:

\_\_\_\_\_  
Name Address

**My approval of this project is contingent upon the condition that this project meets all requirements of the governing documents of The Landings at Waterford Homeowners Association, Inc.**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date