

**Orchard Down Homeowners Association**  
**Application for any project**  
**requiring City of Corvallis**  
**Building Permit(s)**

Request Date: \_\_\_\_\_  
Owner's Name: \_\_\_\_\_  
Owner's Address: \_\_\_\_\_  
Home Phone Number: \_\_\_\_\_ Work Phone Number: \_\_\_\_\_  
E-Mail: \_\_\_\_\_ Fax Number: \_\_\_\_\_  
Address of Property, if different: \_\_\_\_\_  
Please contact me via \_\_\_\_\_ Email \_\_\_\_\_ US Mail regarding the status of this request.: \_\_\_\_\_

**If you need any clarification or assistance with this application, please contact the community manager at (541) 602-1775 or wcm@willamettecm.com.**

**FILL OUT AND RETURN THIS COMPLETED APPLICATION TO ODHA PO BOX 10 CORVALLIS OR 97339 OR TO WCM@WILLAMETTECM.COM**

Please submit all plans documents which will be submitted to the City of Corvallis Development Services for review with the building permit. Please contact the City of Corvallis at 541-766-6929 to determine whether your project requires a building permit and what documents are required for the permit.

|   |  |
|---|--|
| <b>Architectural Review Committee Decision:</b>   | Approved <input type="checkbox"/> Disapproved <input type="checkbox"/> |
| <b>This Project    DOES    DOES NOT    Require a project completion form</b>  |  |
| <b>ARC requirements or comments:</b>  |  |
| _____   |  |
| _____   |  |
| _____   |  |
| _____   |  |
| <ul style="list-style-type: none"> <li>• <i>Structure and site preparation shall not in any manner adversely affect or interfere with the established drainage patterns over any neighboring lot or adjacent common areas.</i></li> <li>• <i>Homeowner shall comply with all federal, state, and local land use regulations.</i></li> <li>• <i>It is the homeowner's responsibility to contact the City of Corvallis building department to determine if a building permit is required. ARC approval does not indicate City approval. ARC application approval is voided if an owner does not apply for a building permit and receive final approval from the building department when a permit is required for a project.</i></li> </ul> |  |
| <b>ARC Representative's Signature:</b> _____  | <b>Date:</b> _____   |

The Architectural Committee or its representative will acknowledge receipt of the proposal within 10 days after having received all materials required by the application. The Architectural Committee evaluates the proposal and approves or rejects the proposal as soon as possible, but in no event later than 30 days after its receipt. A copy of the completed request signed by the ARC representative will be emailed to the Owner's email address listed on this application unless other application of notification is requested by Owner.

In addition to all costs incurred by the Owner in completing this project, the Owner shall be responsible for any costs incurred by the Association as a result of the work performed on this project including, but not limited to, additional expense incurred to obtain and/or record legal documents, conduct required inspections, and to perform maintenance required by the rules of the Association or any governmental agency.

The Owner shall be responsible for all damage to property, injury to persons, loss, expense, or inconvenience that may be caused by, or result from, the work performed on this project, as well as from any act, omission or neglect of the Owner or the Owner's contractors and agents.

The Owner shall indemnify, defend (with counsel approved by Association), and hold harmless the Association and its officers, directors, agents, and members from and against all liabilities, damages, losses, claims, expenses (including reasonable attorney fees), demands and actions of any nature whatsoever which arise out of, result from, or are related to (a) any damage, injury, loss, expense, or inconvenience resulting from work done on this project, (b) any accident or occurrence which happens or is alleged to have happened at the project site, (c) any lien filed upon the project or bond claim in connection with the work (whether the lien is filed against the Owner or the Association).

### **Project Completion Form**

**send to:**

**Orchard Down Homeowners Association**

**PO Box 10**

**Corvallis OR 97339-0010**

**or [wcm@willamettecm.com](mailto:wcm@willamettecm.com)**

Owner's Name \_\_\_\_\_

Date: \_\_\_\_\_

Street Address \_\_\_\_\_

ARC Request Application for this work was originally approved on

\_\_\_\_\_

I state with my signature below that the work has been finished completely and according to the application submitted to and approved by the ODHA Architectural Committee.

Signature: \_\_\_\_\_