

How to Get Your Project Approved in 3 Easy Steps

Ready to make an improvement or spruce up your property? Prior approval is the key. Here's how!

1. GATHER SPECIFIC INFORMATION

The Architectural Control Committee (ACC) will need **details** of your project. Depending on your undertaking you will need to provide dimensions, exterior colors, styles, material types, location on property, etc. The following information generally applies, but additional information may be needed in your situation.

TREES, FLOWERS, AND SHRUBS—Generally if you are planting or replacing flowers or shrubs you do not need ACC approval. However, if you are planting trees we need to know the type of trees and desired placement on the property. This can be submitted on a hand-drawn map. The maximum height of the trees will be required if they are to be located near power lines.

FENCING—A map of the property with the proposed fencing drawn on it will be required. Include all relevant dimensions. You will need to present your map to the Idaho Falls Building Division in order to obtain an inexpensive Fencing Permit. This process ensures all city restrictions and setbacks are met. Please note the townhomes have specific fencing plans that are found in division-specific Covenants. Additionally, special set-back rules apply to fences on corner lots. The ACC will also need the proposed fencing material, height, color and if possible an image of the proposed fencing.

SATELLITE DISHES—Please provide a map indicating the placement of the proposed dish. Covenants require satellite dishes to be placed in the rear of homes. Any line of sight exception requires ACC approval.

OUTBUILDINGS—Submit a map of the property indicating the proposed outbuilding location indicated on it. Include distance from side yard, rear of property, and distance behind main building to ensure compliance with city set back and easement regulations. Also submit the proposed outbuilding dimensions, style, color, and materials to be used. An image from a brochure of the proposed outbuilding is helpful. Waterford Guidelines require outbuildings to have a footprint no greater than 120 sq. ft. and a height no greater than 8'6".

PERGOLAS, GAZEBOS, ADDITIONAL GARAGES, OR ADDITIONS -Submit a map of the property indicating the location of the proposed improvement. Include distance from side yard, rear of property, and distance behind main building to ensure compliance with city regulations. For garages or additions, actual physical samples of materials such as siding, roofing, and masonry need to be submitted. For pergolas, a picture of the material you are using is usually sufficient. Submit drawings and images that show the exact style, colors,

materials, and dimensions. Note: additional garages will only be considered for approval on properties with a depth of 140' or greater. (See ACC decision page for more information.)

NEW CONSTRUCTION – New construction has its own extensive checklist of required information and materials. The board member presiding over the ACC will work with you and your builder to get everything approved prior to construction. Landscaping will also need approval and will require details of walkways, trees, shrubs, flower beds, and any exterior features such as rock walls, or water features.

2. SUBMIT INFORMATION

After gathering all needed information, email your submission with all supporting documentation and images to waterford.hoa.if@gmail.com or bring it in person to the Board member over ACC. Include your **CONTACT INFORMATION** including email, phone number, and address. If you are working with a builder it is helpful to provide his/her contact information as well.

It is not unusual for a member of the ACC to make a personal visit to your home. Often, additional information, photos, or measurements need to be added to your submission. This information plus your original submission will be emailed to all members of the ACC.

3. APPROVAL PROCESS

Once the completed submission has been received by the ACC, they will vet the project using the Covenants and established ACC Guidelines. Their decision is then passed onto the Homeowner's Board. The Board reviews the information to help ensure the Covenants are being followed and applied consistently over time. Occasionally, during the evaluation process more information is needed and the process is restarted. When a final decision has been determined the homeowner is notified in writing.

TIMELINE: Once a **complete submission** has been received by the ACC, the Covenants allow 30 business days to evaluate the project. Please be respectful and know that once the process is started you should not move forward before approval is given. Your contact person will always be willing to give you updates as needed, so please make sure to communicate questions or concerns. If you have an unusual timeline you are working with it is helpful to let the ACC know. While the process cannot be cut short, we do try to be accommodating when possible.

Sometimes proposed projects are problematic. If so, an ACC or Board member will try to meet with the homeowner to see if a resolution can be reached that is consistent with the Covenants and satisfactory to the homeowner. Sometimes it simply isn't possible to accommodate both. The ACC and the Board realize the responsibility to honor the Covenants, to represent ALL

homes in our association, to maintain friendly relationships with neighbors, and to help maintain home values.

Thank you for your part in making the Waterford neighborhood an attractive and friendly community, and a shout out to our dedicated volunteers that spend many hours working for and with you on your projects.

Architectural Control Committee (ACC)