

**THIS PERMIT EXPIRES NINETY  
(90) DAYS FROM THE DATE  
OF APPROVAL**



**MUST INCLUDE  
CONTRACTOR'S CCB/LCB#:**

15245 SW 116<sup>th</sup> Ave., King City, OR 97224 • (503) 639-6565 • www.mykcca.com

LANDSCAPE & ARCHITECTURAL REVIEW COMMITTEE (LARC)

**PROJECT REQUEST FORM**

FOR YARD CHANGES, HOUSE EXTERIOR & CONSTRUCTION

**Contact Information**

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

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

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

**I. Description of Project:**

Describe below or attach a detailed description of the project design, including materials, dimensions and location on property. When painting the exterior, paint chip/sample is required. Fencing requires attachment (see reverse). Roofing manufacturers number, color or web page location

**II. Neighbor Consideration:**

List below neighbors contacted and comments:

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

**III. Sub Association Review:** (i.e., Garden Villas, KC Condos, Royal Gardens, etc.)

Approval must be obtained from the sub association board for condos and townhouses.

Authorizing Official

\_\_\_\_\_  
Name Title Date

**IV. King City Civic Association LARC Review:**

Project Approved       Project Denied       Conditional Approval

\_\_\_\_\_  
LARC Chair Name Date

**CITY PERMITS MAY BE REQUIRED**

If you make changes to this project after you received approval, you must resubmit for approval of the changes without exception.

## LARC Form Submission Requirements

**All projects that require a licensed contractor or a permit:** Please include the Contractor's name and CCB (Construction Contractor's Board) number. If having landscape installed, include the LCB (Landscape Contractor's Board) number.

**Painting:** Please submit color chips (you can get them at the store) showing the colors for body, trim and accent colors on the home. If you are choosing body and trim from the same color family, please be sure to pick colors at least two shades away from each other to ensure sufficient contrast. Information on colors should include paint manufacturer, paint color name and number.

**Roof Replacement:** Manufacturer, material name, color name, expected material life.

**Rooftop Solar Installation:** Diagram showing proposed installation on structure. The slope of the solar panels should match the slope of the roof.

**Fences:** Fence style, height, material are required, along with a drawing of your property, showing where the fence will be installed. Generally, an onsite visit will take place before approval is granted. Some fence projects require a city permit.

**Structural Changes/Additions:** Sketch or architectural rendering required. Includes sunrooms and awnings.

### **Landscape Changes:**

- Minor Changes - such as changing out flowers in flower beds, shrub and tree maintenance, do not require approval.
- Shrub and Tree Removal: Sketch out your yard and indicate which shrubs or trees will be removed. Indicate whether replacing with new shrubs or trees; include species names. If using bark, gravel or rock to cover ground, please indicate. An Arborist's written evaluation of a tree may be required for tree removal.
- Addition, Removal or Modification of Lawn Areas: Sketch out your yard, indicating where changes will be made. If removing or reducing lawn area, indicate what will replace the lawn in this area.
- Landscape overhaul: Please submit a complete landscape plan.
- New Irrigation: Submit a sketch of the yard, indicating where the irrigation lines, sprinklers and valves will be located. If installation differs from plan, please submit an "as built" sketch following installation work.
- Retaining Walls: Sketch showing proposed location on the property, cut sheet of the material to be used, and length/height of the retaining wall are needed. If a retaining wall exceeds four feet in height, an engineered plan is required per Washington County code.
- Arbors, Gazebos, Artificial Yard Objects: Sketch showing location on property required; manufacturer's sheet, sketch of proposed construction, or photo of yard object should accompany application.