



Si View Community Organization | P.O. Box 2193 | North Bend WA 98045 | [www.siviewhoa.info](http://www.siviewhoa.info)

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This document outlines the procedure for installing a new shed, followed for both homeowner and the Si View Community Organization Architecture Review Committee (ARC). All sheds require an ARC request.

The ARC prefers digital submissions as this will expedite the process for both homeowner and the ARC. Please submit your ARC request through the homeowner management portal, PayHOA (<http://payhoa.siviewhoa.info>). If necessary, you may also submit requests via email ([arc@siviewhoa.info](mailto:arc@siviewhoa.info)).

Accessory buildings should be located to minimize visual impact and, in general be placed in the rear yard and screened from view of adjacent streets and neighbors. The ARC may require visual screening of accessory buildings. A shed will be considered only if it blends in with the house and maintains a continuity of building materials and color. Shingles should match the home, and the shed must be painted to match the home within 30 days. Metal and plastic sheds are deemed not compatible. Maximum size for freestanding storage sheds is 10' x 12' and no more than 8' tall at highest point on the roof, including the height of the foundation. No accessory building shall be placed on a Lot unless the plans have been first approved as to the design and location on the Lot by the Committee. *Failure to obtain ARC approval before installing a shed may result in removal of the shed at the homeowner's expense as well as applicable fines.*

## **STEPS:**

- 1.) Fill out the ARC request form. Specify the following: brand and model, dimensions including height, materials, siding type, roofing and paint color. Please include builder plans/blueprints if applicable.
- 2.) Notify your immediate neighbors of your shed installation. While neighbor signatures are longer required, we ask that you inform any neighbors that may be impacted as a courtesy, especially neighbors on the shared property line and behind your home if applicable.
- 3.) Create a rough drawing/site map that shows your home and lot in relation to the street along with the proposed location for the shed. If one side of the shed is taller than another, ensure that is noted on the drawing.
- 4.) Login to <http://payhoa.siviewhoa.info> and create your ARC request under the "Architectural Requests" tab. Title your request "shed", upload a scan or picture of the completed ARC request form and site map along with all supporting elements such manufacturer details, blueprints or photos.
- 5.) The CC&Rs allow a 30-day review period for ARC approval or denial. **As with any permanent modification to a lot, the ARC may make a site visit if necessary.** ARC requests will be approved bi-monthly on the second and fourth Tuesdays of the month. **Ensuring that your ARC request form is fully completed a week prior to these meeting dates will allow the ARC to review your request in a timely manner. If information is incomplete, your request may need to wait for approval until the next ARC review date.** *Please note that installing a shed without prior ARC approval may require removal at the homeowner's expense as well as applicable fines.*
- 6.) Additional communication regarding the request and approval status will occur via PayHOA.