



2240 Towne Point Ave., Port Townsend, WA 98368. (360)385-7633

Instructions for Application Form for Home Improvement Construction

For use on any new construction or modification of existing structures within Towne Point Subdivision.

1. Include your full name, address, lot number, and phone number.
2. Describe the proposed structure and/or modification, giving dimensions and materials, and where it is to be placed on the lot.
3. Describe the property corners that you are aware of on your property. If you don't know of any, call the architectural committee, and we will help you locate the nearest corners. It is our intention to prevent any confusion about property lines and avoid any property line conflicts from occurring.
4. Provide a simple sketch map of where the improvement is to be placed on the lot, relative to existing structures and property lines.
5. Provide us with 2 copies of the application and sketch. We will review the application within ten days, (usually less), and either give approval, or feedback on what else is needed.

Towne Point Owners Association
Architectural Committee