



# shelter bay community, inc.

1000 Shoshone Drive • La Conner, WA 98257 • 360-466-3805

<b>For Office Use Only</b>	
Applicant is a member in good standing	
_____	_____
Initials	Date

## APPLICATION FOR SHELTER BAY CONSTRUCTION PERMIT for Fencing

Lot No:	Street:	Date:
Member/Applicant:	Mailing Address:	Telephone Numbers:
		E-Mail:
Contractor:	Mailing Address:	Telephone Numbers:
		E-Mail:

Member and Contractor state that they have reviewed the requirements of the Construction Guidelines and have prepared this Permit Application in accordance with the Submittal Requirements.

This Permit will be revoked if fence construction does not begin within 90 days of approval, or if construction does not conform to the construction drawings as submitted. The fencing project must be completed within one year from the date of this permit approval.

Completion/Damage Deposit is attached in the amount of \$\_\_\_\_\_. (See the Board approved Fees and Fines Schedule for current rates.)

The Member is ultimately responsible for the performance of work by his/her contractor, in accordance with the Shelter Bay Construction Guidelines. Member hereby understands and agrees that any fines for non-compliance with the Construction Guidelines, subsequent costs to bring the project into compliance, and any costs to repair damages to existing Shelter Bay improvements (except those noted prior to construction), caused by the Contractor or his subcontractors during the performance of this project, shall be borne by the Member and paid to Shelter Bay prior to final approval of the project by the Building Committee.

Member hereby designates \_\_\_\_\_ to act on my behalf to obtain an approved permit for this project.

Signed \_\_\_\_\_, Member Date \_\_\_\_\_

### APPLICANT SUBMITTAL REQUIREMENTS

1. Attach a dimensional drawing, to scale, which clearly locates the proposed fencing relative to property lines.
2. For fences with a solid visual screen, the maximum fence height is 6'. Exception is for posts with a post cap which may be 6' 3" in height as measured from ground level.
3. If the fence does not provide a visual screen, submit the fence drawing, with materials called out, for review by the Building Committee. Submit a drawing OR provide a description of the fence material including dimensions, post size, how posts will be anchored, and whether the 'finished' side of the fence faces adjoining lots.
4. Will the finish be natural, paint, or other? \_\_\_\_\_  
If it will be a paint finish and the color is different from the color of the house, submit 4" x 4" color samples for Building Committee approval.
5. For fences located along the property lines, refer to the Construction Guidelines for survey requirements.
6. NOTE setback requirements for fences in the Construction Guidelines. If you plan to extend the proposed fencing into the required setback, submit a **Request for Variance for Fence** to the Building Committee for its consideration and approval before this construction permit can be issued.
7. NOTE chain-link fences are not permitted on residential property.

**The Building Committee meets the 1<sup>st</sup> and 3<sup>rd</sup> Tuesday of every month at 9:00 a.m. in the Clubhouse. Applications must be in by 12:00 Noon on the Wednesday before the week of the meeting in order to be placed on the Agenda.**

**\*\*FOR COMMITTEE USE ONLY \*\***

**COMPLETE THE FOLLOWING CHECKLIST PRIOR TO PERMIT APPROVAL**

1. Is the Applicant's information on the fence materials complete and sufficient?     Yes    No
2. If the proposed fence follows a property line, is the property line clearly delineated in the field?     Yes    No
3. Is a survey necessary to locate property corners?     Yes    No
4. Does the Committee waive the survey requirements?     Yes    No
5. If the property adjoins a waterway, is the fence at least 25' from the top of bank?     Yes    No
6. **If the answer to 4. or 5. is No**, the applicant must submit a completed **Request for Variance for Fence** before this permit can be issued. If needed, is there an approved variance.     Yes    No
7. If a 'transparent' fence has been approved by the Committee, is the proposed fence 3' maximum in height, with a maximum of 2" x 2" posts and frame, with intermediate uprights on approximately 4" centers and ½" max in diameter?     Yes    No
8. Fences paralleling the top of bank are not permitted within 25' from top of bank in Division #2 or within 20' from the staking line in Division #5.
9. If an alternative fence style is proposed, does it meet the requirements for approval by the Committee?     Yes    No

**PERMIT APPROVAL BY BUILDING COMMITTEE**

This permit becomes valid upon the signature of four (4) members of the Building Committee.

**PERMIT APPLICATION APPROVAL:**

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

**CHECKLIST OF REQUIRED INSPECTIONS AT SITE VISIT FOR FINAL INSPECTION**

Item	Yes/No	Date
Does the fence exceed height limitation?		
Does the 'finished' side of the fence face adjoining properties?		
Is the fence paint/finish the same color as the color samples submitted?		
Does the fence meet all requirements of the Construction Guidelines		
Is the clean-up of construction materials complete?		

**FINAL APPROVAL BY BUILDING COMMITTEE**

Signatures of 4 Building Committee Members indicates the project is complete and meets Shelter Bay requirements.

**FINAL PROJECT APPROVAL:**

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