



shelter bay community, inc.

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

For Office Use Only

Applicant is a member
in good standing

Initials Date

APPLICATION FOR SHELTER BAY CONSTRUCTION PERMIT for Exterior Painting or Repainting

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

Member and Contractor state 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 painting does not begin within 90 days of approval, or if finish colors are different than those approved under this Permit. The painting project must be completed within one year from the date of this permit approval.

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. Indicate which buildings, or other items will be painted: _____.
2. According to the Declaration of Protective Covenants, the standard for exterior colors in Shelter Bay is a 'harmonious color scheme'. There is not a list of 'approved' or 'denied' colors; however, it is recommended that the choice of colors be subdued. The Building Committee is authorized to approve or reject the proposed paint color and can require you to resubmit alternative colors for the Committee's consideration. **Attach paint chips or samples** of the exterior wall and trim colors for **each color** proposed, along with the **brand of paint, name of color, and color number**.
3. Before permit approval, the Committee may request larger color samples on appropriate material, or painted on the building wall, for a more visual representation of the final color.
4. Painting with a different, or unapproved color, can result in a fine and the requirement repaint to an approved color.

(Attach paint chips on reverse)

The Building Committee meets the 1st and 3rd 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.

Attach Paint Chips Below

Main Exterior Paint Color

Trim Color

Other
(garage door, shutters, front door, other)

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

COMPLETE THE FOLLOWING CHECKLIST PRIOR TO PERMIT APPROVAL

1. Are the color samples submitted sufficient to enable the Committee to determine that the colors meet the 'harmonious color' standard? Yes No
2. **Are colors SATISFACTORY?** 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
Do paint colors on building match submitted color chips?		
Is painting complete, including Trim?		
Has the applicant met all requirements of the Construction Guidelines?		

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: _____