



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

Site Work

(hardscapes, such as driveways, walks, concrete projects, stairs, patios, retaining walls, boulders, grading and drainage projects)

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 (below).

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

- a) Describe the project _____
- b) Attach a dimensional drawing, to scale, which clearly shows the lot boundaries, adjacent streets, existing buildings and the project as proposed.
- c) If excavation is proposed, member/contractor must call the UNDERGROUND LOCATE number before excavating.
- d) If excavating and grading for drainage projects such as open ditches, piped drainage and French drains, submit drawing showing a cross section of the drainage structure, location of all buried piping, and the discharge point with this permit application.
- e) If project is a hard surfaced driveway sloping towards the street, show how surface drainage is directed to the roadside ditch.

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.

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

COMPLETE THE FOLLOWING CHECKLIST PRIOR TO PERMIT APPROVAL

1. Check Lot File for related information applicable to proposed project.
2. Verify that drainage is directed to ditches within greenbelts or roadside ditches.
3. Committee Comments: _____

4. For small site work projects not requiring heavy construction equipment, the Building Committee may approve the refund of the entire completion/damage deposit requirement, subject to inspection for damages. Indicate justification for the refund: _____

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
Project is complete and in conformance with submitted drawings.		
Inspect for damage from earthmoving equipment or heavy vehicle loads.		
If damage is noted, damage assessment by this committee will be deducted from member's deposit.		
The clean-up of construction materials is 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: _____