

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

COMPLETE THE FOLLOWING CHECKLIST PRIOR TO CERTIFICATE APPROVAL

1. If improvements extend into the setback, applicant's Variance Request requires input from affected properties.
2. Determine whether roof ridge line is within the height limitation. If not, check file for a record of existing height variance, or have applicant prepare request for height variance.
3. What is the heating method? If propane or heat pump, check for setback restriction and need for Variance.
4. On sloping lots, drawings must address maximum slopes set forth in Section G.5 and siltation control in Section C.3.
5. Verify that site grading will direct surface drainage to existing ditches or drainage ways and not onto adjoining lots.
6. After SITE VISIT, records any existing damage to asphalt condition near access points to lot.
7. Verify that related applications accompany this application (i.e. roofing, paint, propane, deck)
8. Committee Member comments _____.
9. Advise contractor which inspections are required.

APPROVAL BY ARCHITECTURAL COMPLIANCE COMMITTEE

This Certificate of Compliance becomes valid upon the signature of four (4) members of the ACC.

CERTIFICATE OF COMPLIANCE APPROVAL:

 Date: _____

CHECKLIST OF REQUIRED INSPECTIONS DURING CONSTRUCTION

Cross out any which do not apply to this project.	Inspected by	Date
Vertical Distance between reference point and ridgeline:		
Date of Groundbreaking:		
Foundation Wall Setback Check: Before concrete is poured.		
Drainage – Prior to backfilling: Confirm roof and footing drainage to disposal point and not connected to sewer.		
Ridge Height Check: Following construction of ridge structure, to verify ridge height limits.		
Driveway Drainage: Verify surface drainage is directed to ditch.		
Culvert: Verify inspection and approval by Shelter Bay Maintenance		

Evidence of required Swinomish Indian Tribe Permit and inspections, as well as ACC inspections, must be posted on the jobsite in a suitable location, and protected during the period of construction.

CHECKLIST FOR FINAL INSPECTION

1. Is lot clean of construction materials? _____
2. Are all walks, decks, driveways complete per plans? _____
3. Is the blue reflective house number displayed in an acceptable location? _____
4. If there is a propane tank or heat pump, is screening adequate? _____
5. If property corners are destroyed during construction, no final approval until they are replaced.

FINAL APPROVAL BY ARCHITECTURAL COMPLIANCE COMMITTEE

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

FINAL PROJECT APPROVAL:

 Date _____