

## 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

Date

Initials

### APPLICATION FOR SHELTER BAY CONSTRUCTION Certificate of Compliance for Major Remodel

Lot No:	Street:		Date:	Groundbreaking	
			Date:		
Member/Appli	cant:	Mailing Address:	Telephone Number	rs:	
			E-Mail:		
Contractor:		Mailing Address:	Telephone Number	Telephone Numbers:	
			E-Mail:		

Project Description:

Member and Contractor state that they have reviewed the requirements of the Construction Guidelines and have prepared this Application in accordance with the Submittal Requirements. Requests for variances, if any, shall be made on the form provided in Exhibit C.

Approval of this Application requires that groundbreaking occurs within 90 days of issuance of the Certificate of Compliance unless a request for extension is applied for and approved by the ACC. The construction period begins on the date of groundbreaking, and the time for project exterior completion is one year from the date of groundbreaking.

Contractor is required to notify the Shelter Bay Office – 360-466-3805 – at least two week days prior to any required ACC inspections. If construction does not conform to the documents submitted with the Certificate Application, a Stop Work Order may be issued and this Certificate revoked. Evidence of required Swinomish Indian Tribe Permits and inspections, as well as ACC inspections, must be posted on the jobsite in a suitable location, and protected during the period of construction.

Application Fee 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 construction 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 ACC.

Member hereby designates \_\_\_\_\_\_to act on my behalf to obtain an approved Certificate of Compliance for this project.

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

Date

#### APPLICANT SUBMITTAL REQUIREMENTS

- 1. Survey requirements are contained in the Construction Guidelines and include a survey plot plan of improvements.
- 2. Submit construction drawing per the requirements contained in the Construction Guidelines.
- 3. Submit 2 sets of drawings for review and approval by the ACC.
- 4. If proposed improvements extend into the required setback, submit the appropriate Variance Request Form. Certificate approval is contingent upon Variance approval.
- **NOTE:** The Member (or Builder acting on the member's behalf) is responsible for obtaining all required inspections. When ready for an inspection, please call the Shelter Bay Community Office at 360-466-3805 on weekdays, 48 hours in advance.

# The ACC 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 submitted 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 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 slops 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 \_\_\_\_\_

ACC Construction Guidelines – Page 20 EXHIBIT B – Major Remodel