



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 _____

LOT COMMITTEE REQUEST FOR PERMIT

Applications/Permit expire 1 year from date of issue

Member/Applicant Name:	Lot # & Street Name:	Telephone #:	Date:
Mailing Address:		E-mail Address:	
If this request impacts another lot, please provide information about the lot below:			
Member Name:	Lot # & Street Name:	Telephone # (if available)	
APPLICANT <u>MUST</u> COMPLETE <u>ALL</u> OF THE SECTION BELOW AND READ AND SIGN THE BACK OF THIS FORM			
Specific description of work (Refer to instructions on reverse side)			
Member/Applicant Signature:			Attached: () Sketch () Photos

Affected member(s) must sign this application acknowledging notification of this Request. If an affected member has concerns, they must contact the Committee. Additional signatures may be required, as determined by the Committee.

Lot #	Affected Member Signature	Lot #	Affected Member Signature	Lot #	Affected Member Signature

-- PLEASE READ THE INSTRUCTIONS ON REVERSE SIDE AND SIGN THE APPLICATION--

Below for Committee Use Only					
Site Inspection by Lot Committee					Date:
Name	Signature	Name	Signature		
Lot Committee Comments:					
Monitor Required? Yes No	Monitor Name	Tribal SSA Permit Required Y / N		SSA # _____	
Date of Request to Manager: _____			Fee: _____		
Approved	Disapproved	Chair Signature:		Approval Date:	Permit Expires:
Follow-up Visit. Was work completed as Approved? Y / N					
Committee Member Signature _____					

The Lot Committee meets the 2nd & 4th Thursday of the month 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. All meetings are open to the public, discussion will be limited to those items on the Agenda.

Lot Committee Request for Permit Instructions

The Lot Committee would like applicants to be aware of the following items as they fill-in the application:

1. The Lot Committee meets on the 2nd and 4th Thursday of the month at 9:00 a.m. Holiday meeting times may vary. Please check with the website, newsletter or the office for the meeting schedule. **Applications must be in by 12:00 Noon on the Wednesday before the week of the meeting in order to be on the agenda. All meetings are open to the public. Discussion will be limited to items on the agenda. Contact the Committee if you have any questions.**
2. If the application is complete, time allows, and weather permits, the committee will act on the request at the first meeting following its submission. A site inspection may be made at that time. The applicant should be home on that day and make sure to provide a sketch or photos clearly detailing the work to be done. If the applicant is not home and no sketch or photos have been submitted, the request will be reviewed at the next meeting when the application is complete.
3. For permit requests concerning trees, all trees listed for the requested action should be appropriately marked with colored tape. (tape is available in the office)
 - Red - tree to be removed
 - Yellow - tree to be trimmed, pruned, or limbs removed
 - Green - to be skirted (limbs removed at the canopy/base)
 - White – In addition to the above colored tape, trees in a Sensitive or Shoreline Area (SSA) will include white tape.
4. Unless located within a Shoreline and Sensitive Area, no permit is required if the branches you wish to cut are less than 6 inches in diameter, or if the diameter of the tree is 6 inches or less at 5 feet above the ground level (dbh).
5. Special criteria may be **required** for those locations considered "**SSA**" (**Shoreline & Sensitive Area**). Those locations include:
 - Projects within 200 feet of the shoreline at the mean high tide level.
 - Projects on a slope of 40 degrees or more or within 50 feet of the top of such a slope.Additional permitting and/or restrictions may apply. Check with the Committee.
6. View restoration requests will initiate a notification to any affected members with a copy to the requestor.
7. Signatures of affected members must appear on the front of this form, indicating that they have been informed. The Lot Committee may determine that there are other members who are affected in a relevant way and their signatures would also be required. If an affected member has concerns, they may contact the Committee. Their input will be considered but is not binding.
8. Any tree cutting should not be scheduled or performed until after the Lot Committee decision and receipt of the goldenrod colored copy of the approved permit. All such work shall have a waiting period of 30 days from the date of decision.

Member/Applicant Responsibilities:

1. Complete the form thoroughly, attaching any sketches and photos as appropriate, and obtaining the signatures of any affected members to indicate they have been notified.
2. Be available to answer questions for the Committee.
3. Allow the Lot Committee access to the lot or dwelling in order that they may obtain the information deemed necessary to make an informed decision.
4. No work is to be scheduled or performed until after the Committee has approved the request. Have the goldenrod colored copy of the **signed/approved permit in your possession before** scheduling or proceeding with the work. There is a 30 day waiting period from the date of decision for any work involving tree cutting.
5. Notify the Committee Secretary when permitted work has been completed.

Cooperation regarding the above items will allow the Lot Committee to process the request in a timely manner. Incomplete applications will be returned to the applicant.

I have read the above and agree to abide by the instructions.

Member/Applicant's Signature: _____ **Date:** _____

The approved application will usually be available at the Office for pick-up three (3) business days following the Thursday meeting. Some cases may take longer if further research or permits are required.

Please call the Committee Secretary with any concerns or questions – 360-466-3805.

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