

**GLENHAVEN LAKES CLUB, INC**

**ARCHITECTURAL & ZONING COMMITTEE PROCESS FOR  
NEW CONSTRUCTION AND ADDITIONS**

**Step 1.** Read the A&Z Guidelines.

A copy can be found at the office 664 Rainbow Dr. or website glenhavenlakes.com

**Step 2.** Gather permits. Copies can be found at the office or website

New Construction

Septic

Tree

Fence (if needed)

Retaining Wall (if needed)

Construction container (if needed)

**Step 3.** Gather required documents

**Step 4.** Once house plans are approved by the County bring stamped plans and required

documents to the office prior to the A&Z meeting - A&Z meets the first Saturday of the month at 9AM at 664 Rainbow Dr.

**Step 5.** Check in with the office or in your GLC portal to see if plans have been approved and pay your WSI and new construction permit fee before work begins.

**Step 6.** Begin Project

**Submittal Requirements for the applicant:**

1. Proof of Required Survey. \_\_\_\_\_
2. Valid Septic System Permit and a completed Septic System Design. \_\_\_\_\_
3. Plot Plan showing all buildings, set-backs, fences, property corners and related septic items located. (All easements of record shall be shown on Plot Plan and exact property corners located on site and properly identified.) \_\_\_\_\_
4. Complete set Building Plan. \_\_\_\_\_
5. Natural Resources assessment \_\_\_\_\_
6. Proof of Ownership \_\_\_\_\_
7. Paid All financial obligations to GLC current. \_\_\_\_\_

**What you can expect at the A&Z meeting:**

1. Must be present
2. Verification of documents required. \_\_\_\_\_
3. Verification that Plans meet GLC setback requirements. \_\_\_\_\_
4. Verification that Plans meet building height requirement. \_\_\_\_\_
5. Verification that Driveways, fences and retaining walls are greater than 5 feet from the water service. \_\_\_\_\_

**Reminders**

1. Read over the A & Z Guidelines. \_\_\_\_\_
2. A Porta – Potty must be present at the construction site upon commencement of construction. \_\_\_\_\_
3. Read County erosion control best practices. \_\_\_\_\_
4. House plans must be approved by the county before submitting to the GLC A&Z committee.

**ARCHITECTURAL & ZONING COMMITTEE  
NEW CONSTRUCTION/ADDITION APPLICATION**



GLENHAVEN LAKES CLUB, INC  
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DATE \_\_\_\_\_

DIVISION \_\_\_\_\_ BLOCK \_\_\_\_\_ LOT \_\_\_\_\_

Member Name \_\_\_\_\_ Agents Name (if applicable) \_\_\_\_\_

Member Phone \_\_\_\_\_ Agent's Phone (if applicable) \_\_\_\_\_

Mailing Address \_\_\_\_\_

Site Address \_\_\_\_\_

\*\*\*\*\*

**A&Z/OFFICE USE ONLY**

Proof of required survey \_\_\_ Plot plan \_\_\_ Water installation fee paid Yes \_\_\_ No \_\_\_

Approved septic permit \_\_\_ Approved septic design \_\_\_ Building plans approved by the county \_\_\_

Natural resources assessment \_\_\_ Proof of ownership \_\_\_ Plans meet setback requirements \_\_\_

Building height approved \_\_\_ Lot size approved \_\_\_ Glenroads has been contacted NA \_\_\_ Yes \_\_\_

Approval letter for my agent is included \_\_\_ I understand the A&Z committee may visit my lot \_\_\_

Mobil home approved lot NA \_\_\_ Yes \_\_\_ Current on all GLC financial obligations Yes \_\_\_ No \_\_\_

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PERMIT APPROVED \_\_\_\_\_ DATE \_\_\_\_\_ PERMIT DENIED \_\_\_\_\_ DATE \_\_\_\_\_

A & Z INITIALS \_\_\_\_\_ EXTENSION DATE \_\_\_\_\_

OFFICE SIGNATURE \_\_\_\_\_

# ARCHITECTURAL & ZONING COMMITTEE

## NEW CONSTRUCTION/ADDITION APPLICATION

Approved Health Dept. Septic System Permit and design included Yes\_\_\_ No\_\_\_

Permit # \_\_\_\_\_ date approved \_\_\_\_\_

Number of bedrooms \_\_\_\_\_ gravity \_\_\_\_\_ pump \_\_\_\_\_ above ground \_\_\_\_\_

Is Plot Plan included? Yes\_\_\_ No\_\_\_

Plot plan must show all buildings, set-backs, fences, septic system location, property corners, easements, driveway, trees, grade slope and proposed water drainage and any other significant features.

Complete Building Plan set approved by the county Yes\_\_\_ No\_\_\_

Square ft \_\_\_\_\_ # of Bedrooms \_\_\_\_\_ # of bathrooms \_\_\_\_\_ # of stories \_\_\_\_\_

Garage or shop Yes\_\_\_ No\_\_\_ How many vehicles will it hold? \_\_\_\_\_

Is Lot size min 7200 square ft and ground floor min 600 SF (not incl porch & garage) Yes\_\_\_ No\_\_\_

Is building height more than 18 ft above grade point? Yes\_\_\_ No\_\_\_

If yes, what is the height? \_\_\_\_\_ Height variance was approved NA \_\_\_ Yes\_\_\_ No\_\_\_

Mobile home on GLC C&R specified lots only.

(Note: A manufactured home is a mobile home built after 1976.)

Mobile/manufactured home model & year \_\_\_\_\_

Property address \_\_\_\_\_

Division \_\_\_\_\_ Block \_\_\_\_\_ Lot \_\_\_\_\_

I have read the A&Z guidelines regarding new construction/additions Yes\_\_\_ No\_\_\_

Plans meet setback requirements including from water service Yes\_\_\_ No\_\_\_

Plans meet GLC Covenants and Restrictions criteria Yes\_\_\_ No\_\_\_

Plans meet A&Z Guidelines & C&R requirements Yes\_\_\_ No\_\_\_

Is the property located in Divisions 10 or 11? Yes\_\_\_ No\_\_\_

Is a portion of the project in Glenroads right-of-way? Yes\_\_\_ No\_\_\_

(If Yes, Contact Glenroads. Glenroads may place other conditions on project)

Glenroads has been contacted NA\_\_\_ Yes\_\_\_ No\_\_\_