

# ARCHITECTURAL & ZONING COMMITTEE NEW CONSTRUCTION APPLICATION

This permit is for New Construction only. For Additions or Land Clearing please see Additions and Land Clearing permits



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

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

Each property must have a separate permit (unless proof of legally combined.) Do not combine properties on one permit.

Member Name \_\_\_\_\_

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

Member Phone \_\_\_\_\_

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

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

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

\*\*\*\*\*

**ALL PAGES MUST BE COMPLETE WITH DOCUMENTS & PICTURES ATTACHED FOR PERMIT TO BE REVIEWED**

**Initial the following**

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 \_\_\_\_\_

Agent Letter included NA \_\_\_\_\_ Yes \_\_\_\_\_ I understand the A&Z committee may visit my lot. Initial \_\_\_\_\_

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

GLC permits included? Tree Cutting \_\_\_\_\_ Land Clearing \_\_\_\_\_

\*\*\*\*\*

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

A & Z INITIALS \_\_\_\_\_ OFFICE SIGNATURE \_\_\_\_\_

Reason for denial \_\_\_\_\_

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**Construction Fee of \$2,500.00 and the Water Connection fee of \$6,800.00 must be paid before your approved permit is issued.**



# ARCHITECTURAL & ZONING COMMITTEE

## NEW CONSTRUCTION APPLICATION

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Applying for Stick Built Home \_\_\_\_ Mobile Home \_\_\_\_

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

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

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

### NOTE:

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 the 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 \_\_\_\_\_

INITIAL HERE

I have read the A&Z guidelines regarding new construction

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 \_\_\_\_

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## **20. New Construction and Additions procedure**

- a. Submit all required documents, county permits, building checklist, and GLC permit applications to the GLC office no later than Thursday before the A&Z committee meeting.
- b. House plans submitted for Divisions 10 or 11 require notification to Glenroads.
- c. Property owners and or their agents are required to attend the A & Z Meeting in person for any new construction requests.
- d. Acting agent for the GLC property owner must have written and signed consent from the property owner included in their submitted documents.
- e. All County plans, documents and GLC permit applications must match the name of the property owner listed on the GLC account. All GLC permit application documents issued by GLC will be made out in the owner's name.
- f. Member or their representative must be present at the A&Z meeting for new construction.
- g. GLC approval for new homes or major construction projects could take longer for the approval process.

## **21. Application and Submittal Requirements**

- a. Submit one set of Whatcom County approved house or structure plans for GLC. Plans must meet all GLC specifications.
- b. Proof of ownership of lot(s) on which the house or structure is to be constructed. (Recorded Deed.)
- c. Proof lots are legally bound, if applicable.
- d. Plot plan must include location of house, structure, setbacks, drain fields, waterline and driveways. (Driveways must be 5 feet from water service.) Show elevations of house, structure and lot with a horizontal line intersecting a vertical view of the house, structure at the high point of the original grade.
- e. Septic permit and septic design.
- f. Licensed survey
- g. Whatcom County Land Disturbance {clearing} permit.
- h. GLC tree cutting permit application (If applicable)
- i. GLC septic permit application
- j. GLC land clearing permit application
- k. GLC stump removal application (If applicable)
- l. New construction permit application
- m. One copy of all the above documents must be turned into the GLC office no later than the Thursday before the A&Z meeting. Property owners are required to attend the A&Z meeting in person to present their plans and answer questions



## **New Construction and Additions Requirements:**

### **22. Lot and Building Size Restrictions**

- a. No dwelling shall be erected or placed on any lot having an area less than 7200 sq ft.
- b. No dwelling shall be permitted on any lot wherein the ground floor of the main structure, exclusive of one-story porches and garages, shall be less than 600 sq ft.
- c. No dwelling or structure shall exceed a maximum height of twenty-two (22) feet from the highest point of the original grade without written approval from the A & Z Committee.
- d. All building and structures shall be new construction. Exception requests can be submitted along with all required documents for pre-submittal
- e. The maximum size for any accessory building shall be 1200 square feet.
- f. Accessory buildings cannot be erected on an undeveloped lot in Glenhaven unless said lot is legally bound to a lot with a dwelling and the deed for both lots is registered to the same property owner.

### **23. Setbacks**

- a. All setbacks shall be in accordance with Whatcom County and GLC requirements.
- b. Driveways, fences, shrubs, sheds and other obstructions must be five (5) feet from any water service installation unless a variance is approved by the A & Z Committee and GLC Water Distribution Manager.
- c. One single family dwelling per lot.

### **24. Building Site Rules and Regulations**

The owner shall be responsible for keeping the lot clean and tidy from garbage and debris, and removal and proper disposal of all debris, and garbage from the site and such removal shall be during or coincide with the completion of construction.

Littering of the job site and adjacent properties with debris from lot clearing, or any construction activity is strictly prohibited and subject to notice of violation.

- a. No burning of any substance that is prohibited by the EPA. Burning trash or organic debris anywhere on the lot is prohibited. Any burning must comply with all federal, state and county regulations.
- b. One temporary portable toilet facility, equivalent in sanitary effectiveness to a "Port O Let" must be placed no closer than five (5) feet from the roadway and in a location least offensive to people in adjoining homes. It shall remain in place until such time as the house's toilet facilities are approved for operation.
- c. An RV may be used on a lot during construction once all new construction and septic permitting has been approved. Whatcom County codes and GLC requirements must be adhered to. The permit is good for six (6) months from the date the permit is approved. Extensions may be requested and will be reviewed by the A&Z committee.
- d. All concrete and asphalt driveways will require a joint at the front property line.

### **25. Construction Time Limits**

- a. Construction must begin within six(6) months after construction plans or house plans have been approved and a permit issued by Glenhaven.
- b. The exterior must be completed within six (6)months after commencement of construction.
- c. Mobile homes must have skirting within 60 days after mobile home Installation.
- d. A construction time extension can be granted by the A & Z Committee if the owner and builder have prosecuted construction diligently and continuously and has a Whatcom County Building Permit still active.
- e. An extension request form must be submitted to the GLC office.
- f. All financial obligations to GLC must be current before an extension can be approved.
- g. All outstanding or unresolved compliance violations must be resolved before an extension can be approved
- h. The interior must be completed and the house approved habitable within two (2) years of issuance of a GLC construction permit.



## **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](http://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 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 to see if plans have been approved and pay your WSI

**Step 6.** Begin Project

**Submittal Requirements for the applicant:**

1. Proof of Required Survey. \_\_\_\_\_
2. Two (2) Sets : Valid Septic System Permit and a completed  
Septic System Design. \_\_\_\_\_
3. Two (2) Sets: 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. Two complete sets Building Plan. \_\_\_\_\_
5. Two sets of 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. \_\_\_\_\_