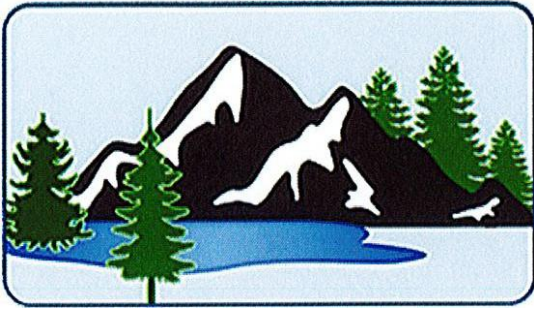


ARCHITECTURAL & ZONING COMMITTEE

NEW CONSTRUCTION APPLICATION

Lot clearing, stump removal, tree cutting, tree trimming, container storage, septic installation and RV stay for new construction



GLENHAVEN LAKES CLUB, INC
WWW.GlenhavenLakes.Com

664 Rainbow Drive Sedro Woolley, WA 98284

Office Phone (360) 595-2061

office@glenhavenlakes.com

This permit application is specifically for **NEW CONSTRUCTION** and all permitting that goes with new construction

1. This permit application must be filled out in its entirety.
2. All areas that do not apply must be marked with NA.
3. All spaces requiring initials or signatures must be completed.
4. All required pictures and documents must be attached.
5. Proof of ownership by way of a deed must be included in this packet.
6. Property must be marked as instructed for site visit
 - a) Trees ribboned for cutting and trimming with correct color
 - b) Septic staked out
 - c) Property corners staked out
 - d) Stakes placed to show proposed location of house

I understand all required documents and pictures must be attached for my permit to be reviewed and I will have to wait another month for a review. Initials _____

I understand that if my property is not marked as requested above that my permit application will not be reviewed, and I will have to wait another month for a review. Initials _____

I understand that if any portion of my application is not complete, my permit application will not be reviewed, and I will have to wait another month for review. Initials _____

I understand that I must be present at the A&Z meeting when applying for a new construction permit application. Initials _____

I understand I must include proof of ownership of the property I plan to build on. Initials _____

I understand the A&Z committee will visit my property. Initials _____

I understand that WSI and new construction fees must be paid before permit is issued. Initials _____

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PROPERTY OWNER INFORMATION

DIVISION _____ BLOCK _____ LOT _____ PARCEL NUMBER _____

DATE SUBMITTED _____

PROPERTY/SITE ADDRESS _____

OWNER NAME _____

OWNER PHONE _____

OWNER EMAIL _____

OWNER MAILING ADDRESS _____

MY ACCOUNT IS UP TO DATE AND I AM A MEMBER IN GOOD STANDING AS PER THE GLC BYLAWS

Property owner signature

Date

Agent Information (if applicable)

I do not have an agent Initials _____

I do have an agent Initials _____

Agents name _____

Agent's phone _____

Agents email _____

Agent approval letter attached Yes _____ No _____ Initials _____

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SITE INFORMATION

Proof of required Plot/Site plan attached _____
Trees to be **cut**, clearly marked with **red** ribbon for A&Z site visit _____
Trees to be **trimmed**, clearly marked with **yellow** ribbon for A&Z site visit _____
Number of trees to be removed for the purpose of new construction # _____
Number of trees to be trimmed for the purpose of new construction # _____
Number of trees to be left on the lot # _____
Lot size meets the GLC requirements (no less than 7200 sq ft) _____
Complete building plan set approved by the county attached _____
Number of stumps to be removed during clearing # _____
Mow tall grass and or brush that impedes walking the lot _____
Plot/Site plan corner stakes placed to show property corners for A&Z site visit _____
Plot/Site plan stakes placed to show location of proposed house _____
Plot/Site plan must show all buildings, set-backs, fences, septic system location, property corners, easements, driveway, trees, grade slope, water pipe location, and proposed water drainage and any other significant features. _____
Natural resources assessment attached Yes ____ Not required ____

I have read, understand and agree to all the rules, regulations and requirements regarding SITE information for new construction

Signature _____

SEPTIC INFORMATION

Approved county/health department septic design attached _____
Approved county/health department septic permit attached _____
Plot plan/septic stakes placed for A&Z site visit _____
I have read the guidelines regarding septic installation _____
Number of bedrooms _____ gravity _____ pump _____ above ground _____

I have read, understand and agree to all the rules, regulations and requirements regarding SEPTIC information for new construction

Signature _____

WATER INFORMATION

Plans meet GLC water setback requirements _____
Water installation fee must be paid prior to receiving approval to start construction _____
Pressure regulator at house included in plan Yes ____ No ____
The WSI fee is nonrefundable. The WSI fee must be paid prior to septic tank/drain field installation _____

I have read, understand and agree to all the rules, regulations and requirements regarding WATER information for new construction

Signature _____

ARCHITECTURAL & ZONING COMMITTEE

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Lot clearing, stump removal, tree cutting, tree trimming, container storage, septic installation and RV stay for new construction

BUILDING INFORMATION

Building plans approved by the county are attached _____
Proof of required Plot/Site plan attached _____
Building height is not more than 22 ft from the highest grade of property _____
Height is above 22 ft from the highest grade. Height variance is required. _____
Height variance request process completed _____
New construction fee to be paid before permit is issued _____
I have read and understand the guidelines regarding building _____
Main ground floor excluding one-story porches/garages, is at least 600 sq ft _____
Square ft _____ # of Bedrooms _____ # of bathrooms _____ # of stories _____
Is there a garage or shop, Yes _____ No _____ Attached Yes _____ No _____

I have read, understand and agree to all the rules, regulations and requirements regarding BUILDING information for new construction

Signature _____

GLENROADS (Divisions 10 & 11)

Is the property located in Divisions 10 or 11 Yes _____ No _____
Is a portion of the project in Glenroads right-of-way? Yes _____ No _____
Glenroads has been contacted NA _____ Yes _____ No _____
If your property is in Glenroads, divisions 10 & 11. Contact Glenroads about your building project. Glenroads may place other conditions on your project.

I have read, understand and agree to all the rules, regulations and requirements regarding GLENROADS information for new construction.

Signature _____

STORAGE DURING CONSTRUCTION

I will require a container permit for storage yes _____ no _____
Purpose of temporary storage container _____
Date container will be placed on property _____ Date container will be removed from property _____
Container type/description _____ Color _____

I have read, understand and agree to all the rules, regulations and requirements regarding STORAGE DURING CONSTRUCTION information.

Signature _____

ARCHITECTURAL & ZONING COMMITTEE

NEW CONSTRUCTION APPLICATION

Lot clearing, stump removal, tree cutting, tree trimming, container storage, septic installation and RV stay for new construction

6 MONTH TRAILER RV STAY DURING NEW CONSTRUCTION

I will require a 6-month trailer RV stay during new construction Yes___ No___
GLC water connection paid and connected _____
Septic installed and functional _____
Approved Whatcom County building permit _____
Approved GLC new construction permit _____
Trailer make/model _____ Color _____ License # and state _____

This permit will be issued once the following conditions have been met & documents provided.

I have read, understand and agree to all the rules, regulations and requirements regarding 6 MONTH TRAILER STAY for new construction

Signature_____

MOBILE HOMES

I am not placing a mobile/manufactured home on my lot, so this section is not applicable to me
Is this lot a mobile/manufactured approved lot? No___ Yes___
Do you plan to move a mobile/manufactured home onto the lot? _____
I understand all "Site Information" applies _____
I understand all Septic information applies _____
I understand all water information applies _____
I understand that regular building height and square footage applies _____
mobile/manufactured home model & year _____

I have read, understand and agree to all the rules, regulations and requirements regarding MOBILE HOMES

Signature_____

ARCHITECTURAL & ZONING COMMITTEE

NEW CONSTRUCTION APPLICATION

Lot clearing, stump removal, tree cutting, tree trimming, container storage, septic installation and RV stay for new construction

A&Z Committee Decision

A minimum of 3 A&Z members have reviewed all paperwork in this packet and agree that all paperwork is accounted for and all requirements have been met.

Initials ____ ____ ____
____ ____

A minimum of 3 A&Z members have done a site visit on the proposed building site and agree that all requirements have been met.

Initials ____ ____ ____
____ ____

☐ PERMIT APPROVED _____ DATE _____

☐ PERMIT DENIED _____ DATE _____

Reason for denial _____

☐ More information needed. Please bring the following to next month's meeting.

☐ Required information was not provided. Please bring the following to next month's meeting.

☐ The property/site was not properly marked as described and required. Please properly mark site as explained on page #1 before next month's meeting so a site visit can be completed.

☐ Height variance is required. Please follow the height-variance procedure and we will see you at next month's meeting.

☐ Property owner is not in good standing with their obligations to Glenhaven Lakes Club.

☐ New construction fee paid

☐ Water fee paid

OFFICE SIGNATURE

DATE

Notes:

ARCHITECTURAL & ZONING COMMITTEE

NEW CONSTRUCTION APPLICATION

Lot clearing, stump removal, tree cutting, tree trimming, container storage, septic installation and RV stay for new construction

1. Tree Cutting and removal

- a. Glenhaven defines a "tree" as a native, naturally occurring species commonly identified as a tree in most tree identification books and does not consider seedlings, or immature trees with a trunk diameter less than 4 inches as trees for purposes of these guidelines.
- b. Glenhaven seeks to maintain as far as practicable the older mature evergreen tree species such as cedar. Naturally growing native trees with a trunk diameter of 4 inches or more must have A & Z Committee approval before cutting.
- c. Glenhaven recognizes that less desirable tree species such as the alder may likely be replaced with a species that will enhance a property more.
- d. Glenhaven lot owners in Divisions 10 and 11 must contact Glenroads, Inc. before cutting a tree that is in the Glenroads right-of-way.
- e. No person may engage in or cause, directly or indirectly, the cutting of trees without first obtaining a permit application from Glenhaven.
- f. All tree permit applications must have a picture of the proposed trees to be cut down attached to the application.
- g. The Committee, along with the Glenhaven Board of Directors, reserve the right to request a survey if, during the review process, they deem a survey necessary.
- h. Cutting trees in emergency situations where life or property is threatened may be exempt from the Pre permitting process, however, any cutting of trees must be reported within 48 hours via tree permit application with attached pictures, certified arborist report, an explanation for the emergency and any other supporting documents.
- i. If the A & Z Committee, Manager, or Board of Directors determines whether a tree was cut down without emergency justification, a violation and fine may be assessed against the member. See the definition of a hazard/danger tree below.
- j. The normal maintenance of trees and vegetation include the cutting and trimming of hedges, the cutting of tall grasses, and brush or the removal of small bushes, plants, or invasive berry bushes on any lot is required.
- k. Commercially sold trees, shrubs and plants that are purchased by an owner for landscaping their developed or undeveloped lots may be planted or removed without the need for A & Z approval provided these actions improve the appearance of the lot and are not detrimental in other ways. If a property owner is in doubt, they should submit a permit application to the A&Z. Species which are considered invasive should not be planted in Glenhaven.
- l. Topping of mature evergreen trees is recognized by the National Arborists Assoc. as injurious to the health of the trees. GLC will therefore require identification of alternative remedies and shall consider topping of trees as the least acceptable of such remedies.
- m. Tree cutting permit application must show an accurate plot plan specific to the lot in which the work will be done. Including the tree location, approximate diameter and the type of tree to be removed. Each tree to be removed must be marked with colored tape, prior to submitting a permit application.
- n. Written consent of the lot owner is required with the permit application if the owner is represented by an agent.
- o. The owner is responsible for ensuring all debris is removed.

ARCHITECTURAL & ZONING COMMITTEE

NEW CONSTRUCTION APPLICATION

Lot clearing, stump removal, tree cutting, tree trimming, container storage, septic installation and RV stay for new construction

- p. The A & Z Committee may require replacement with acceptable trees and landscaping as a condition of approval of the application.
- q. Once the actual tree removal begins, the cleanup of all debris must be completed within 90 days.
- r. A tree request denied may be reconsidered if the applicant has new pertinent information or if important information has been overlooked. See "Sec 7 Appeals".

2. Hazzard or danger tree definition/characteristics and examples

- a. Definition of hazard or dangerous tree “A hazard or danger tree is a tree that has a structural defect—such as damage, disease, or instability—that makes it likely to fail and pose a risk of causing personal injury or property damage to a potential target. The classification of a hazard tree involves evaluating both the likelihood of failure due to defects and the presence of a potential target, such as people, structures, or vehicles, in the path of the falling tree.”

3. Key Characteristics

- a. Structural Defects: These can include dead or broken branches, cracks in the trunk or roots, decay (indicated by bugs or woodpecker holes), leaning, or being uprooted.
- b. Potential for Failure: The defect makes the tree or part of the tree prone to falling.
- c. Presence of a Target: The tree is located near a person, vehicle, building, or other valuable property that could be harmed or damaged if the tree fails.

4. Examples of Defects

- a. Dead or Dying Trees: Trees that have no leaves, bark, or limbs can be structurally unsound.
- b. Physical Damage: Trees with broken tops, basal scars, or significant splits in the trunk are more likely to fall.
- c. Disease: Fungal growths, a large number of holes, or other signs of disease can indicate internal rot.
- d. Insect Infestation: Infestations can weaken a tree, causing its decline.

ARCHITECTURAL & ZONING COMMITTEE

NEW CONSTRUCTION APPLICATION

Lot clearing, stump removal, tree cutting, tree trimming, container storage, septic installation and RV stay for new construction

5. Tree limbing

- a. Glenhaven defines a "tree" as a native, naturally occurring species commonly identified as a tree in most tree identification books and does not consider seedlings, or immature trees with a trunk diameter less than 4 inches as trees for purposes of these guidelines.
- b. Glenhaven seeks to maintain as far as practicable the older mature evergreen tree species such as cedar. Naturally growing native trees with a trunk diameter of 4 inches or more must have A & Z Committee approval before limbing (if limbing is more than 1/3 of the height of the tree measuring from the ground).
- c. Glenhaven lot owners in Divisions 10 and 11 must contact Glenroads, Inc. before limbing a tree that is in Glenroads right-of-way.
- d. With limited exceptions, tree limbing greater than one third (1/3) the height of the tree, measuring from the ground, must have written approval from the A & Z Committee and must meet all GLC guidelines. No person may engage in or cause, directly or indirectly, the limbing of trees without first obtaining a permit application from Glenhaven.
- e. All tree limbing permit applications must have a picture of the proposed tree to be limbed.
- f. limbing trees in emergency situations where life or property is threatened may be exempt from the Pre permitting process, however, any limbing of trees greater than one third (1/3) measuring from the ground must be reported within 48 hours via tree permit application with attached pictures, an explanation for the emergency and any other supporting documents
- g. If the A & Z Committee, Manager or Board of Directors determines a tree was limbed without emergency justification, a violation and fine may be assessed against the member.
- h. The normal maintenance and upkeep of trees and vegetation include the cutting and trimming of hedges, the cutting of tall grasses, and brush or the removal of small bushes, plants, or invasive berry bushes on any lot is required.
- i. Commercially sold trees, shrubs and plants that are purchased by an owner for landscaping their developed or undeveloped lots may be planted or trimmed without the need for A & Z approval provided these actions improve the appearance of the lot and are not detrimental in other ways. If a property owner is in doubt, they should submit a permit application to the A&Z. Species which are considered invasive should not be planted in Glenhaven.
- j. Topping of mature evergreen trees is recognized by the National Arborists Assoc. as injurious to the health of the trees. GLC will therefore require identification of alternative remedies and shall consider topping of trees as the least acceptable of such remedies.
- k. Tree trimming applications must show an accurate plot plan specific to the lot in which the work will be done. Including the tree location, approximate diameter, the type of tree being trimmed and the location of any dwellings including sheds. Each tree trimmed must be marked with colored tape, prior to submitting a permit application
- l. Written consent of the lot owner is required with the application if the owner is represented by an agent.
- m. Once the actual tree trimming begins, the cleanup of all debris must be completed within 90 days.
- n. A tree trimming request denied may be reconsidered if the applicant has new pertinent information or if important information has been overlooked.

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6. Land Clearing

Land clearing is the process of removing vegetation, trees, brush, and other ground cover from a site to prepare it for specific land use, such as construction, agriculture, parking spaces, real estate development or RV parking. This typically involves heavy machinery to uproot stumps, grade the land and remove debris, but can also include methods like fire for underbrush management. The cleared land then becomes usable and accessible for various purposes, potentially increasing property value.

- a. Whatcom County land clearing regulations and requirements must be followed when applying for a land clearing permit through Glenhaven.
- b. Clear cutting a lot for the purpose of timber sales is prohibited.
- c. Clearing the land for profit or for sale is strictly prohibited.
- d. If a land clearing permit application was issued in conjunction with a new construction permit application and construction has not commenced within six months of the date the applications were approved, the Water Availability may be terminated, and the owner may be subject to a violation.
- e. Once land clearing begins, cleanup of all debris must be complete within 90 days.

7. Stump removal

Stump removal is the process of physically excavating and extracting an entire tree stump and or, its associated root system from the ground, often with the use of heavy machinery. This intensive method creates a large hole but provides a clean slate, making it ideal for major landscaping or construction projects where complete clearance is necessary.

- a. Whatcom County stump removal regulations and requirements must be followed when applying for a stump removal application permit through Glenhaven
- b. All stump removal projects require a stump removal permit application to be submitted and approved before work can begin.
- c. Clear cutting a lot for the purpose of timber sales is prohibited.
- d. Clearing the land for profit or for sale is strictly prohibited.
- e. If a land clearing, stump removal or tree cutting permit was issued in conjunction with a new construction permit application and construction has not commenced within six months of the date the applications were approved, the Water Availability may be terminated, and the owner may be subject to a notice of violation.
- f. Once stump removal begins, cleanup of all debris must be complete within 90 days.

8. Erosion Control

Glenhaven's physical geography and large number of developed lots make control of water runoff both during and after construction essential. During construction property owners should meet or exceed Whatcom County requirements for erosion control. During and after construction water runoff, including downspouts, should be directed toward property corners of adjoining, downhill lots. Owners are responsible for ensuring that development of their property does not cause water runoff, drainage or erosion issues on any neighboring properties. The A & Z Committee may require the owner who is applying for new construction, land clearing, stump removal or tree removal to take specific steps to control water runoff, drainage or erosion as a condition of the permit application approval.

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9. Septic Tank/Drain Field Requirements for Homes

- a. All septic tank/drain field installations in Glenhaven must have written approval from the A & Z Committee and must meet all GLC and Whatcom County and Health Department standards, codes and requirements.
- a. To obtain a Whatcom County septic permit the owner must request, through the GLC office, a Whatcom County Water Availability form for Public Water System before submitting the septic application to the County.
- b. Water Availability is governed by Washington State and is only permitted if the Glenhaven water system has new water connections available at the time requested.
- c. Submit County approved septic permit and GLC septic permit application along with any other documents, or applications that may be required such as, land clearing, tree removal, or stump removal to the A & Z Committee.
- d. Attach recorded deed to show proof of ownership (required).
- e. Grass, trees, and shrubs may be requested to be planted if warranted in the opinion of the A & Z Committee. Trees and shrubs should be planted far enough from the drain field to prevent root intrusion into the drain field.
- f. The Water service installation fee (WSI) must be paid prior to septic tank/drain field installation. This fee will be nonrefundable and stay with the property.
- g. Owners must be aware that having a septic system approved and in place does not guarantee a permit from GLC to build a home.
- h. All approved septic systems shall meet all Washington State and Whatcom County installation and maintenance requirements. Owners shall be responsible for proper system maintenance.

10. Mobile Homes

- a. All mobile homes in Glenhaven must have written approval from the A & Z Committee and must meet all GLC, Washington State, and Whatcom County standards, codes and requirements.
- b. Mobile homes are only allowed in the following areas:
 - Div 2, Blk 1, Lots 1-8 and lots 33-40,
 - Div 2, Blk 2, Lots 1-4 and lots 18-24,
 - Div 2, Blk 3, Lots 1-12 and lots 26-33,
 - Div 2, Blk 4, Lots 1-5 and lots 23-34,
 - Div 2, Blk 5, Lots 1-9,
 - Div 2, Blk 7, Lots 1-7.

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11. Mobile home versus Modular home definition:

- a. A Mobile home is delivered with an "Installation Manual" and built to HUD standards.
- b. A Modular home is delivered with "House Plans" and built to UBC Standards.
- c. If the applicant is unable to provide "House Plans" it is a "Mobile Home" and
is stated on the permit issued by Whatcom County. (If the unit accommodates an axle
system, which will permit the towing of the unit then it will be construed to be a mobile
home.
- d. Mobile homes are to be no older than five (5) years at the time of installation.
- e. Foundations and tie-downs are to comply with Whatcom County Building Code.
- f. Mobile home skirting is to be installed within sixty (60) days and subject to approval by
the A & Z Committee.
- g. All setbacks must comply with GLC and Whatcom County requirements.
- h. Applications are available on the Glenhaven website or at the office.
- i. Foundations and tie-downs are to comply with Whatcom County Building Code.
- j. Mobile home skirting is to be installed within sixty (60) days and subject to approval by
the A & Z Committee.
- k. All setbacks are to comply with GLC and Whatcom County requirements.
- l. Applications are available on the Glenhaven website or at the office.
- m. At the next regular A & Z Committee meeting, the Committee will either approve or deny the request for a
variance.
- n. Any member of the A & Z Committee with a conflict interest regarding the variance will not vote on the
variance.
- o. An appeal of the A & Z Committee's decision by the member requesting the variance via written request to
Glenhaven to the Board of Directors at their first meeting following this variance decision. A majority role by
the Board members present will be necessary to reverse the decision of the A & Z Committee. No member of
the Board with a conflict of interest will vote on the appeal.

ARCHITECTURAL & ZONING COMMITTEE

NEW CONSTRUCTION APPLICATION

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12. 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.

13. 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:

14. 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

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- 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.

15. 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.

16. 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.

17. 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.

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18. Procedure for Height Variance Request

- a. The member petitioning for a variance must present the request to the GLC office.
- b. Petitioner will supply the office with unsealed, stamped envelopes containing a copy of a letter approved by the office, addressing the change in the height of the structure
- c. With a “reply by” date seven (7) days from the date of the letter.
- d. The reply by date gives the members 7 days to reply to the GLC office in writing with any concerns they have regarding the height variance request.
- e. The letter must be addressed to every member owning property within 300 feet of the perimeter of the petitioner's property/building site.
- f. These letters will be mailed from the GLC Office.
- g. All height variances along with all required new construction documents will be sent to the A&Z committee for review and final approval.

19. Fees

- a. Water service Installation (WSI) fee is required for all developed and undeveloped lot connections to the GLC water system (see Board approved fee schedule).
- b. The WSI Fee must be paid prior to receiving approval to start construction
- c. The WSI fee is nonrefundable. The WSI fee must be paid prior to septic tank/drain field installation.
- d. The new construction and new addition fee must be paid prior to the start of construction