

ARCHITECTURAL & ZONING COMMITTEE

EXTERIOR ALTERATION PERMIT APPLICATION

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



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 exterior alteration projects (remodels, additions, decks, retaining walls, etc.) in Glenhaven Lakes must meet all GLC standards as outlined in the A & Z Guidelines. Members in divisions 10 & 11 must provide documentation showing proof of non-encroachment of the Glenroads right-of-way.

Remodel _____ Retaining wall _____ Addition _____ Deck _____ Is County permit required? _____

Purpose _____

My account is paid current _____ I have read the A&Z guidelines regarding Exterior Alterations _____

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

As per the fee schedule, the Exterior Alteration fee of \$500.00 must be paid before your approved permit is issued.

PERMIT APPROVED _____ DATE _____

PERMIT DENIED _____ DATE _____

A & Z INITIALS _____ OFFICE SIGNATURE _____

Reason for denial _____

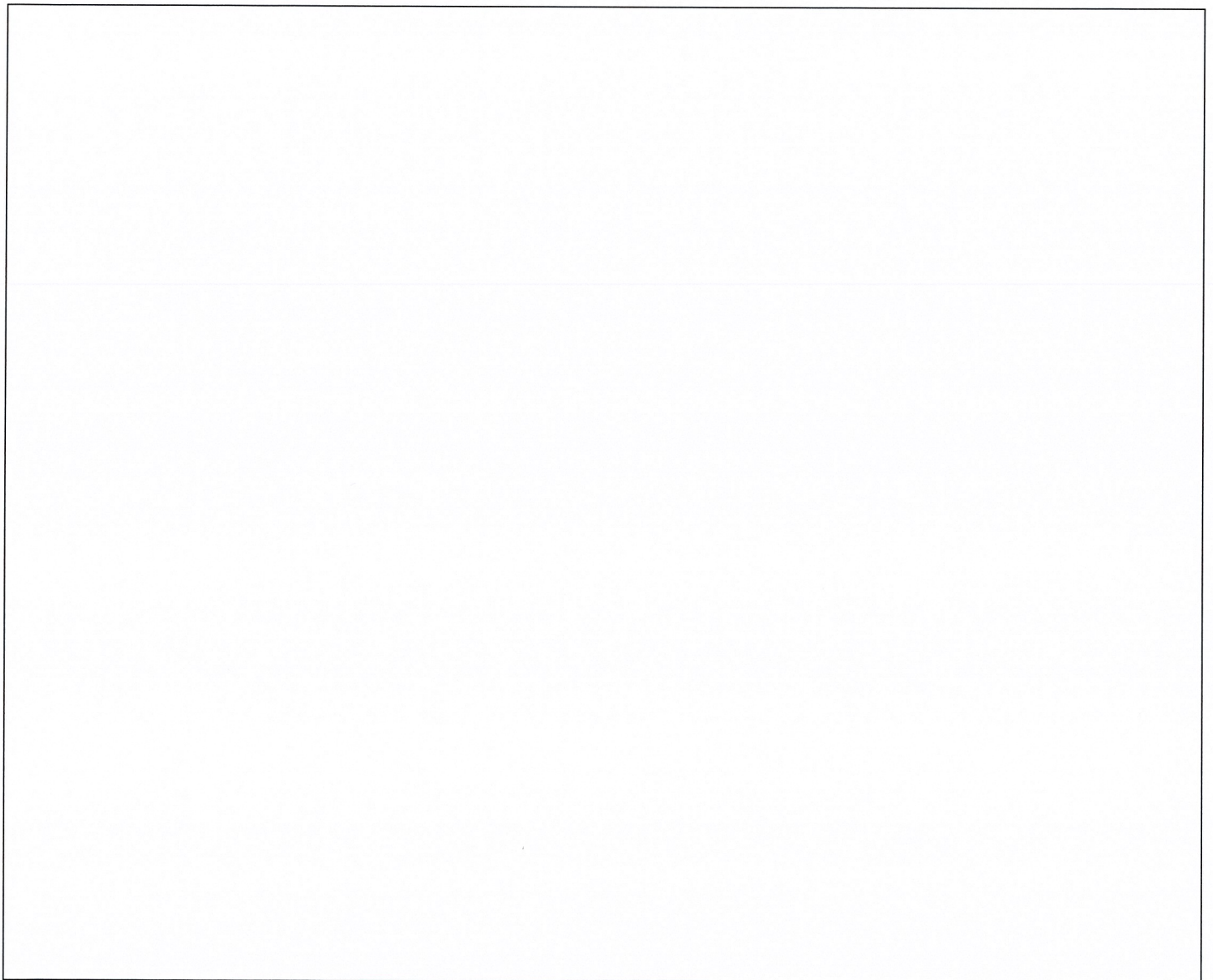
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In the space below, make a drawing showing any existing structures on the property. Include the proposed changes or additions with dimensions and distance to the property lines. Please describe the project (dimensions, construction materials, color etc.)

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***A CLEAR DRAWING IS REQUIRED**

A large, empty rectangular box with a thin black border, intended for the applicant to draw a site plan or architectural drawing of the property and proposed alterations.

***All GLC approved projects and permits are subject to County approval. All permits (unless otherwise noted) will expire one year from the signed date of approval by the A & Z Committee.**

1. Exterior Alteration of a Home or Lot

- a. All exterior alterations or projects causing physical change must have written approval from the A & Z Committee, and must meet all GLC and Whatcom County standards, codes and requirements.
- b. Retaining walls require an exterior alteration permit application.
- c. Driveway paving, culverts, re-roofing, painting of structures/sheds and dwellings do not require a permit application.
- d. New construction and large additions greater than two hundred square feet (200 sq ft) require using the new construction and additions permit application submittal process (a shed, playhouse/tree house, greenhouse that is 200 sq ft or less should follow the guidelines for structures/sheds.)
- e. Projects, including Accessory buildings, pole buildings, or detached garage must follow Whatcom County requirements in the permit application process.
- f. Structure permit applications will be denied if they exceed the County "Impervious Surface" Requirements for the lot.
- g. 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 are registered to the same property owner
- h. Structure permit applications may be denied by the Glenhaven A & Z Committee due to the following, it is out of scale, does not fit in with the esthetics of the rest of the community, or follow other A&Z guidelines or GLC governing documents and county requirements.