

# ACC PERMIT GUIDELINES

Based on LLVCC Covenants & Resolutions

Architectural Control Committee (ACC)  
LakeLand Village Community Club  
360-275-3508

Email: [office@llvcc.com](mailto:office@llvcc.com)

website: [www.llvcc.com](http://www.llvcc.com)

As indicated on the Project Permit Application, it is necessary for the LakeLand Village Architectural Control Committee (ACC) to have the opportunity to review, consider, and approve plans for activities that are subject to the permit process before such activities are undertaken. This is to protect the membership of LLV by ensuring compliance with the covenants.

Members may appeal decisions of the ACC to the Board of Trustees by calling the LakeLand Village Community Club office at (360) 275-3508 and requesting to be put on the Board's meeting agenda.

Members should be aware that any deviation from the covenants for their division or the approved and recorded resolutions of the LLV Board of Trustees may result in the disapproval of the Project Permit Application and/or levy of fines in accordance with Resolution No. 16.

## **Guideline #1 – Permits**

Lot owners are responsible for obtaining applicable Mason County and LakeLand Village permits including those for buildings, access, sewer connection, Student impact fees (Div.12 and above), docks, tree removal, re-roofing, etc. Please see the Permit Application forms for a more inclusive list. The LLV approval is subject to compliance with County, State, and LLV requirements.

## **Guideline #2 – Lot Clearing and Tree Removal**

Lots are not to be cleared, and trees are not to be cut, until a Project Permit Application is filed, approved by the ACC, and a green permit card is posted on the property. Clearing may occur as part of a permit for construction of a new residence, outbuilding or garden, for instance. All applications to remove trees and vegetation shall be in accordance with the applicable division covenants and Resolutions 8, 11, 16, 17 and 26.

Mason County Health Department emphasizes that as much of the natural vegetation and as many trees as possible should be left on properties to ensure good soil.

Tree removal applications will require the opinion of a certified arborist with a valid Tree Risk Assessment Qualification (TRAQ) on the ISA's Basic Tree Risk Assessment Form. Removal of trees that are obviously dead do not require an arborist or Basic Tree Risk Assessment Form, but it will still require a permit and are subject to all other applicable rules.

## **Guideline #3 – Replanting**

If trees are cut or lots cleared, partially or completely, without approval, a specific plan and timetable for cleaning of any debris and replanting with trees and natural vegetation will be required. If approval has been given for trees to be cut or a lot to be cleared for any type of construction, and that construction has not been completed within the time allotted by the covenants, a specific plan will also be required for cleaning and replanting the lot.

The plan submitted shall be reasonable and intended to remedy the visual impacts associated with the clearing and cutting. The purpose of this requirement is to keep the area in harmony and aesthetically pleasing as is required by LakeLand Village (LLV) covenants.

#### **Guideline #4 – Natural Vegetation**

Because this is such an important part of the attractiveness of LakeLand Village, it has been determined through research and resolution that natural vegetation and trees encouraged to be retained are those such as salal, huckleberry, Oregon grape, kinnikinic, sword fern, fir, cedar, hemlock, pine, and rhododendron. For further information on this subject, see Resolution No. 8, available at the LakeLand Village Community Club (LLVCC) office.

#### **Guideline #5 – Sanitary Facilities**

When toilet facilities are not available, the primary contractor or builder must provide Sani cans on site for workmen prior to the excavation phase of construction, as required by Washington State Department of Labor and Industry Safety Compliance (SISHA) WAC 296-155-140 Items (4) and (5).

#### **Guideline #6 – Burning**

As stated in the Project Permit Application, all debris from lot clearing will be hauled away. No burning of vegetation or building materials is allowed in Lakeland Village per 2006 requirements of the state government.

#### **Guideline #7 – Setback Restrictions**

A 25' setback from the property line on the street side is required by LLV Resolution No. 5. LLV covenants require a 5' side setback on all property lines with the exception of non-contiguous lots which require 20' setbacks and 20' setback from the back property line (to include any deck or patio extended from the building).

#### **Guideline #8 – Height Restrictions**

View lots in LLV are protected by covenants and LLV Resolution No. 12 which limits the construction of surrounding buildings to a maximum building height of 18' above street level. Lots that must conform to these restrictions are noted in the resolution, the covenants of Divisions 11a, and 12 and on the maps of LLV in the office for the earlier divisions. In general, across Lakeland Village, especially from Div.7 and beyond, "Approval of said plans and specifications may be withheld if the proposed improvements or conduct is at variance with these covenants or if, in the sole opinion of the ACC, the proposed improvement will be detrimental to the community because of the grading and drainage plan, the location of the structure on the building site, color scheme, finish design, proportions, shape, HEIGHT, style, appropriateness of material to be used thereon, INTERFERENCE WITH THE VIEW OF OTHER PROPERTY OWNERS WITHIN LAKELAND VILLAGE, or other features not aesthetically adapted to the area and nearby developed properties."

#### **Guideline #9 – Heat Pumps and Propane Tanks**

Installations of heat pumps, propane tanks or other authorized equipment requires screening in LLV. It is suggested that screening be done by using lattice type wood panels or mature shrubbery, to allow ventilation needed for efficient operation of the pump. According to some installers, it is acceptable to screen approximately 36" from the side of the pump where maintenance may be needed to be done, and only 12" from the other sides. The ACC advises that the owner check with the installer regarding the best distance procedure to follow for a particular heat pump.

#### **Guideline #10 – Mail and Paper Boxes**

To keep LLV aesthetically pleasing, the Board of Trustees initiated a policy for clustered residential mail and paper boxes. Division 11A and above included restrictions on these boxes in

their covenants. Please refer to the “Board of Trustees position on Installation of Mail Delivery and Newspaper Boxes”. Division 12 condos have specific requirements for color/size of mailboxes as they are to conform and fit into pre-constructed group frames (condos only). Contact the Anderson office at 360-275-2474 for specifics.

**Guideline #11 – Siding Materials**

In some divisions of LLV, siding materials is confined to specific materials. In other divisions, because of changes in the wording of the covenants, the Board of Trustees is able to approve some of the newer types of siding materials. Consult your covenants to determine if any alternates are allowed and identify the siding material to be used on the Project Permit Application. The ACC recommends that any house on the golf course be sided with an upgraded product.

**Guideline #12 – Earth Tone Colors**

The covenants require that “earth tone colors” be used on structures in LLV. Per Resolution No. 7, the definitive interpretation of earth tone has been determined to be: “Any color which is neither garish or extreme and which is obviously fitting, subdued in tone, aesthetically pleasing and in keeping with the natural surroundings of LakeLand Village.” A sample of the color(s) to be used shall be attached to the Project Permit Application.

**Guideline #13 – Protective Netting**

Some division covenants and LLV Resolution No. 6 address this subject. Protective netting is allowed. However, a Project Permit Application must be filed, including a site plan showing boundaries, dimensions, and materials to be used. Construction should not begin until an approval permit is on site. See Resolution No.6, available in the Community Club Office or on-line at llvcc.com, for further information.

**Guideline #14 – Roofing**

On the Project Permit Application, identify the roofing material to be used and include documentation of the material. Architectural roofing must have at least a 40-year transferable warranty.

**Guideline #15 – Contractor’s License/Property Owner’s Responsibility**

Before signing with any contractor, the Department of Labor and Industries advises property owners to check with them to be certain that the registration and license of the contractor is valid. This may be done by going to: [lni.wa.gov/licensing-permits/contractors/hiring-a-contractor/verify](http://lni.wa.gov/licensing-permits/contractors/hiring-a-contractor/verify).

Understand your contract relative to payment of subcontractors and suppliers and request “lien waivers” be obtained from all subcontractors and suppliers to protect your interest in case of contractor default.

**Guideline #16 – Mason County Departments of Interest**

The following lists the responsibilities of three building-related departments of Mason County:

**Community Development Department 360-427-7262**

- Shoreline Master Program requirements
- County parking ordinance requirements
- State Environmental Policy Act review
- Addressing Properties
- Flood plain management review
- Bald Eagle territory review
- County sewer and water systems

Land divisions/boundary line adjustments  
Resource lands and Critical Areas review

**Environmental Health Department 360-427-9670 ext. 400**

Setbacks from property lines, water lines, surface water, buildings, and banks  
Availability of public sewers  
Sewage system installation  
Determination of water adequacy (clean water)

**Building Department 360-427-7262**

Separation between buildings and setback between buildings and property lines to determine fire protection requirements.

Structural plan review for compliance to 1997 Uniform Building Code, 1997 Uniform Mechanical Code, and 1997 Uniform Plumbing Code

Topography review

Site inspections

Clarify Uniform Building Code questions

**When you meet with the architectural control committee, please bring a plot plan for review.**

**Name Sign and Post**

Upon completion of your new home construction, please call the LLV community club office at 275-3508 when you are ready to have your post/name sign placed at your property.

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