

**YOU MUST RECEIVE APPROVAL FROM THE ARCHITECTURAL CONTROL COMMITTEE  
BEFORE BEGINNING YOUR PROJECT**

**\*\*Sketch of Project  
Required\*\***

LAKELAND VILLAGE COMMUNITY CLUB  
ARCHITECTURAL CONTROL COMMITTEE  
P. O. BOX 184, ALLYN, WA. 98524 (360-275-3508)  
EMAIL: [office@lvcc.com](mailto:office@lvcc.com) Website: [www.lvcc.com](http://www.lvcc.com)

**\*\*\* Projects within 100 Feet of  
Shoreline require Mason  
County Approval\*\*\***

**PROJECT PERMIT APPLICATION**

**DO NOT BEGIN ANY WORK WITHOUT APPROVAL FROM THE ACC.  
HAVE YOU READ THE COVENANTS AND RESOLUTIONS FOR YOUR DIVISION???**

DATE \_\_\_\_\_ LOT \_\_\_\_\_ DIVISION \_\_\_\_\_

PROPERTY OWNER(S) \_\_\_\_\_

PROPERTY ADDRESS \_\_\_\_\_

MAILING ADDRESS \_\_\_\_\_

EMAIL \_\_\_\_\_ PHONE \_\_\_\_\_

Do you have a name sign? ( ) YES ( ) NO If YES, what name is on the sign? \_\_\_\_\_

CONTRACTOR NAME, ADDRESS, TELEPHONE, WA. STATE LICENSE NO:  
\_\_\_\_\_

**Nature of Project (check all boxes that apply):**

- |   |   |
|---|---|
| <input type="checkbox"/> Tree Removal - # Trees to be removed ____ (explain)<br>ARE TREES TAGGED? YES ____ NO ____<br>Arborists Recommendation ( ) Yes ( ) No       | <input type="checkbox"/> Major Landscaping/Sprinkler Systems<br><input type="checkbox"/> Fencing<br><input type="checkbox"/> Paint<br><input type="checkbox"/> Roofing Replacement<br><input type="checkbox"/> Retaining Walls<br><input type="checkbox"/> Other project creating exterior changes. (explain) |
| <input type="checkbox"/> Clearing for New Construction only<br>Not to exceed footprint of garage, walkways,<br>driveways or other outbuildings of new construction. |   |

County Permits, if required, obtained and copy submitted ( ) Yes ( ) No Permit #: \_\_\_\_\_

**\*\*\*PERMITS WITHIN 100 FEET OF LAKESHORE REQUIRE MASON CO. APPROVAL\*\*\***

Description of Project: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Before submitting your application, please have all docs listed in #1 "What to Submit" on the next page that are appropriate to your project.

**PROPERTY OWNER SIGNATURE(S):** \_\_\_\_\_ **Date:** \_\_\_\_\_

**ANTICIPATED START DATE:** \_\_\_\_\_ **ANTICIPATED COMPLETION DATE:** \_\_\_\_\_

\*\*\*\*\*FOR ARCHITECTURAL CONTROL COMMITTEE USE\*\*\*\*\*

( ) Approved ( ) Permit not required ( ) Disapproved – Reason for Disapproval: \_\_\_\_\_

\_\_\_\_\_  
Date: \_\_\_\_\_

Three ACC signatures required for approval

Property Representative Contacted: \_\_\_\_\_ Date: \_\_\_\_\_

Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**1. Instructions**

- **Approval:** An approved project permit application is required prior to project activity; including tree removal, clearing, grading, and road building; remodeling or repair affecting exterior appearance; and installation of golf ball netting, docks, floats, fencing, dog runs, or other exterior changes to the property.
- **What to Submit.** Along with this Project Permit Application, you must submit, where applicable, the following:
  - A dimensioned site plan, location lot lines, setbacks, residence, decks, outbuildings, clearing, driveway, parking area, heat pump, propane tank, fencing, dog run, all evergreen trees noting which will remain and which will be removed, and all other activity subject to permitting requirements.
  - Landscape plan

**2. Process**

- If there are any questions, arrange to meet with the Architectural Control Committee (ACC) on a Tuesday morning before you submit your application, to clarify procedures and rules. A copy of the Project Permit Guidelines and Resolutions are available in the Community Club office and on-line at [www.llvcc.com](http://www.llvcc.com). Submit your Project Permit Application.
- At the time you submit your application, stake the location of all buildings and other project activity. Flag, with surveyor's tape, all trees and vegetation which you wish to remove.
- The ACC will inspect the site on Tuesday following your application submission. Please arrange to meet with the representatives for the inspection.
- The application will be reviewed by the ACC.
- If you receive a permit, it will be posted on the property.
- If you need to make any changes to your permit affecting exterior appearance or dimensions, the changes must be approved under a separate Project Permit Application.
- Upon completion of the project, notify the ACC, which will inspect for compliance. If possible, arrange to be present for the inspection. If corrections are necessary, you will be notified of what is required, and a timetable.

**3. Information for Applicants**

- **DO NOT BEGIN ANY WORK WITHOUT APPROVAL BY THE ACC.** Your project must be completed within the agreed timeframe. After that time, the permit will expire. Reasonable extensions are available.
- Contractors' signs must be removed within 30 days after completion.
- Debris from lot clearing must be hauled away. Burning is not permitted within Lakeland Village.
- Do not trespass on the property of others.
- No variances from the covenants and/or resolutions will be allowed unless authorized by the LakeLand Village Board of Trustees. Approval is subject to securing state and local approval for aspects of the project requiring such approval.

**4. Agreement**

By signing this application, I agree to abide by all covenants, articles, by-laws, regulations, resolutions, and the project permit guidelines of the LakeLand Village Community Club and that I have read all such rules, or have had the opportunity to do so, and waive my right to read them. I assume all responsibility for work performed by myself, my contractors, subcontractors, or anyone else who works on the project. I agree to abide by all terms and conditions of this permit and approval understanding that penalty fines will be imposed if found to be in noncompliance.

Please return your application to:

Lakeland Village Community Club Office  
OR, PO Box 184  
Allyn, WA 98524

\*\*\*\*\*FOR LLVCC OFFICE USE ONLY\*\*\*\*\*

Date: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Date: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**For LLVCC Office Use Only**

DATE RECEIVED \_\_\_\_\_

In Person

Mail       Email

Under office door

ACC Log:

\_\_\_\_\_ Date      \_\_\_\_\_ Initials