

# CONSTRUCTION PERMIT APPLICATION

LAKELAND VILLAGE COMMUNITY CLUB

ARCHITECTURAL CONTROL COMMITTEE

P. O. BOX 184, ALLYN, WA. 98524

Office: 360-275-3508

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

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

**YOU MUST RECEIVE APPROVAL FROM THE ARCHITECTURAL CONTROL COMMITTEE BEFORE BEGINNING YOUR PROJECT. APPROVAL WILL BE IN WRITING**

DATE \_\_\_\_\_ DATE RECEIVED \_\_\_\_\_ LOT# \_\_\_\_\_ DIVISION# \_\_\_\_\_

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

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

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

EMAIL \_\_\_\_\_ PHONE (     ) \_\_\_\_\_

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

## NEW HOME CONSTRUCTION PERMIT PROCESS

**Applicant Responsibility:** Applicant must review the covenants for your division. Each division has different rules. You may identify the division for your property by reviewing your real estate closing document or using the LLV covenant division [map](#). Applicant must review [LLVCC resolutions](#) which clarify how the covenants apply.

**Meeting with ACC (optional):** If you have questions about covenants, resolutions, or other rules please request an informational meeting with the ACC to ask questions. You may request a meeting by contacting the LLVCC office. The ACC will answer questions and assist the applicant with the process. The applicant may request additional meetings at any point in the process.

**Submittal:** Prepare architectural drawings that conform to the covenants and submit them for review and approval along with a construction [permit application](#). Architectural plans must include the following:

- The areas to be cleared and the trees and natural growth to be removed.
- The size and dimensions of the improvements.
- The exact location of the construction on the lot includes the house, structures, sheds, fences, driveways and other hardscapes.
- The locations of driveways and parking areas, propane tank, and heat pump.
- The scheme for drainage, grading, and retaining walls.
- The exterior design (elevation views) indicating the type of material to be used including roof.
- The exterior color schemes with samples (this can be deferred but must be submitted prior to completion of construction of the house).
- Proposed basic landscaping plan (this can be deferred but must be submitted prior to completion of construction of the house).

**Review:** The LLVCC Architectural Control Committee (ACC) will review the architectural plans and provide written comments. The ACC typically performs review within 20 calendar days. Applicants must respond to written comments and revise plans if necessary. A resubmittal may be required for incomplete or nonconforming plans.

**Property Site Visit:** Following resolution of comments on the architectural plans, a property site visit will be performed by the ACC to review areas to be cleared and the trees to be removed. Trees and brush being removed marked with surveyor's tape, lot corners staked, and the footprint of the house and other structures staked. The applicant must notify the LLVCC office by phone or email when the site is ready for review. The ACC will review the property within 7 calendar days of notice.

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**County Permit:** Applicant must provide evidence they have applied for a building permit with Mason County and the application has been accepted for review with a status of "in process."

**Approval:** When all conditions have been met a written permit to begin construction will be issued. Do not begin construction until you are in receipt of a physical permit.

**Construction Timeframe:** Site work including tree removal, excavation, grading and road building is considered construction. Construction of the house must be completed (building envelope including paint, driveway, and walks) within 12 months per the covenants. Landscaping must be completed within 12 months of the end construction. If extensions are needed to this timeline, submit a request via email for consideration by the ACC.

**Closeout:** The applicant must notify the ACC when the house is completed as defined above. The applicant must also notify the ACC upon completion of landscaping.

## **General Information for Applicants**

- Builders and subcontractors' signs must be removed within 30 days after occupancy.
- Debris from lot clearing must be hauled away. There is no burning permitted within Lakeland Village.
- Do not trespass on property of others.
- Do not begin construction without the approval of the ACC. Exterior finish and landscaping must be completed within 12 months of the end of construction. After that time, the permit will expire.
- Removing mature trees, grading, road building and other major site work is considered to be construction.
- Any changes affecting the exterior appearance, dimensions or placement of the structure must be approved.
- No variances from the covenants and/or resolutions will be allowed unless authorized by the ACC. Approval is subject to securing state and local approval for aspects of the project requiring such approval.

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## **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.

**PROPERTY OWNER SIGNATURE:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**CONTRACTOR'S SIGNATURE:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**ESTIMATED CONSTRUCTION (SITE WORK) START DATE:** \_\_\_\_\_