

# **ACC PERMIT GUIDELINES**

## **Based on LLVCC Covenants & Resolutions**

### **Architectural Control Committee (ACC)**

LakeLand Village Community Club  
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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 Permit Type**

New Construction Permits: **Please use the** New Construction Permit Application for the new construction of a vacant lot or a major home addition.

Project Permits: Please use the Project Permit Application for all other projects.

#### **Guideline #3 – Lot Clearing and Tree Removal**

For new construction tree removal, excavation, and grading is considered “construction” and may not proceed until the LLVCC permit is issued and Mason County building permits are in review. This practice is to help ensure that new home development, including initial site work, does not take longer than the 12 months outlines in the covenant's timeline for completion from an exterior perspective. A permit for lot clearing in advance or independent from a complete package to build a new residence will not be approved. Removal of thick brush in order to flag trees proposed for removal and mark house corners and the area to be cleared is permitted with ACC approval.

For removing trees from a developed lot, members must apply using a Project Permit Application and not proceed until approved by the ACC and a green permit card is posted on the property. Clearing may occur as part of a project permit for a new patio, outbuilding, or garden, for example. All applications to remove trees and vegetation shall be in accordance with the applicable division covenants and Resolutions 8, 11, 16, 17 and 26.

Covenants in many divisions require a portion of the lot remain natural. Mason County Health Department emphasizes that as much of the natural vegetation and as many trees as possible should be left on property to ensure good soil. Tree removal applications may require documentation from a certified arborist at the discretion of the ACC. Removal of trees that are obviously dead does not require an arborist's documentation but will still require a permit and are subject to all other applicable rules.

#### **Guideline #4 – Replanting**

If trees are cut or lots cleared, partially or completely, without approval, significant monetary fines in accordance with Resolution 16 will likely be levied and 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.

If grading is necessary for lot development for new construction or modification related to a project permit and the grading requires removal or more than the allowed natural vegetation a replanting plan of trees and substantial native vegetation will be required as part of the ACC approval.

#### **Guideline #5– 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. While other non-invasive plant species may be planted, retaining and replanting natural vegetation is a clear expectation of most LLVCC covenants.

#### **Guideline #6 – 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 #7 – 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 #8 – 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 except for non-contiguous lots which require 20' setbacks and 20' setback from the back property line (to include any building or structure (including temporary buildings and structures) except approved fences).

**Guideline #9– 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 for specific lots. Lots that must conform to these restrictions are noted in the resolution, the covenants of Divisions 11a, and 12.

**Guideline #10 – Architecture**

The home design must be aesthetically adapted to the area and nearby developed properties. Approval of architectural plans and exterior materials may be withheld if the proposed improvements are at variance with the applicable covenants.

**Guideline #11 – Heat Pumps and Propane Tanks**

Installation 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 need 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 #12 – 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 3 are to conform and fit into pre-constructed group frames (condos only).

**Guideline #13 – Siding Materials**

In some divisions of LLV, siding materials are confined to specific materials. In other divisions, because of changes in the wording of the covenants, the Board of Trustees (aka the Architectural Control Committee per Resolution 26) is able to approve some of the newer types of siding materials. Consult your covenants to determine if any alternatives are allowed and identify the siding material to be used on the Project Permit Application. Alternative products such as concrete or metal must mimic wood materials for the ACC to consider approval.

**Guideline #14 – Earth Tone Colors**

The covenants require that “earth tone colors” be used on structures in LLV. The ACC will apply language in Resolutions 7 and 26 to determine if a proposed color meets the intent of the covenants. A sample of the color(s) to be used shall be attached to the New Construction and Project Permit Applications.

**Guideline #15 – 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 #16 – Roofing**

On the permit applications or new construction drawings, identify the roofing material to be used and include documentation of the material. Architectural roofing must have at least a 40-year transferable warranty where required by covenants. Please refer to your covenants. Metal roofs are permitted in some division as outlined in Resolution 26 and will be considered on a case-by-case basis in all division where “deviation” language subject to ACC approval is provided in the covenants.

**Guideline #17 – 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 #18 – 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 requirements
- State Environmental Policy Act
- Building Physical Addressing
- Flood plain management
- Bald Eagle territory
- County sewer and water systems
- Land divisions/boundary line adjustments
- Resource lands and Critical Areas

**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
- Structural plan review for compliance with the model building codes and adopted by the State of Washington and Mason County.
- Topography review
- Site inspections