

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

Website: www.llvcc.com

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

DATE _____ 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. 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 scaled architectural drawings that conform to the covenants and submit them for review. Architectural plans must include the following:

- Site Plan: House location, lot boundaries, setbacks, the areas to be cleared and the trees and natural growth to be removed, including the total number of trees on the lot and the number proposed for removal.
- House Plans: Floor plans, elevation views, roof profile
- Other improvements: Retaining walls, structures, sheds, fences, driveways and other hardscapes.
- Hardscape/Equipment: The locations of driveways and parking areas, propane tank, and heat pump.
- Stormwater Management: Drainage, grading, dry wells, discharge, and retaining walls.
- Materials: The type of material to be used for siding and roof.
- Colors: The exterior color schemes with samples.
- Landscaping plan (front, rear, and side yards) indicating trees, and plants reflecting covenant conformance.

Review: The LLVCC Architectural Control Committee (ACC) will review the architectural plans and provide written comments. The ACC typically performs review within 30 calendar days. Applicants must respond to written comments and revise plans if necessary. A resubmittal may be required for incomplete or nonconforming plans. Incomplete applications will not be reviewed. Incomplete applications do not qualify for “approval not required after 30 days” language in covenants.

Property Site Visit: Following resolution of submittal comments, 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 should be marked with surveyor’s tape, lot corners staked, and the footprint of the house and other structures staked.

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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 15 calendar days of notice.

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 and posted at the site. 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 from an exterior perspective (building envelope including doors, windows, roof, paint, driveway, and walks) within 12 months per the covenants. Landscaping must be completed within 12 months of the end of construction. If the house is sold before landscaping is complete, the buyer is bound to finish the approved landscaping plan by the same deadline as the builder.

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.
- 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 approved in writing by the ACC.

Agreement

I agree to abide by all covenants, articles, by-laws, regulations, and resolutions, of the LakeLand Village Community Club. 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. I understand all approvals will be in writing. I will not direct questions to the office staff about this application or any related topics and only act upon official communications from the ACC and the Board. I understand that tree and brush removal beyond areas specifically approved in writing by the ACC is a violation of the covenants.

PROPERTY OWNER SIGNATURE: _____ **Date:** _____

CONTRACTOR’S SIGNATURE: _____ **Date:** _____

ESTIMATED CONSTRUCTION (SITE WORK) START DATE: _____