

ARCHITECTURAL & ZONING COMMITTEE NEW CONSTRUCTION/ADDITION APPLICATION



GLENHAVEN LAKES CLUB, INC
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DATE _____

DIVISION _____ BLOCK _____ LOT _____

Member Name _____

Agents Name (if applicable) _____

Member Phone _____

Agent's Phone (if applicable) _____

Mailing Address _____

Site Address _____

A&Z/OFFICE USE ONLY

Proof of required survey___ Plot plan___ Water installation fee paid Yes___ No___

Approved septic permit___ Approved septic design___ Building plans approved by the county___

Natural resources assessment___ Proof of ownership___ Plans meet setback requirements___

Building height approved___ Lot size approved___ Glenroads has been contacted NA___ Yes___

Approval letter for my agent is included _____ I understand the A&Z committee may visit my lot _____

Mobil home approved lot NA___ Yes___ Current on all GLC financial obligations Yes___ No___

PERMIT APPROVED _____ DATE _____

PERMIT DENIED _____ DATE _____

A & Z INITIALS _____

OFFICE SIGNATURE _____

Reason for denial _____

ARCHITECTURAL & ZONING COMMITTEE

NEW CONSTRUCTION/ADDITION APPLICATION

Applying for New Home ___ Accessory Building ___ Addition ___ Mobile Home ___
See A&Z Guidelines for rules regarding building requirements for above buildings

Approved Health Dept. Septic System Permit and design included Yes ___ No ___ NA ___
Permit # _____ date approved _____
Number of bedrooms _____ gravity _____ pump _____ above ground _____

Is a Plot Plan included? Yes ___ No ___

Plot plan must show all buildings, set-backs, fences, septic system location, property corners, easements, driveway, trees, grade slope and proposed water drainage and any other significant features.

Complete Building Plan set approved by the county Yes ___ No ___

Square ft _____ # of Bedrooms _____ # of bathrooms _____ # of stories _____
Garage or shop Yes ___ No ___ How many vehicles will it hold? _____

Is Lot size min 7200 square ft and ground floor min 600 SF (not incl porch & garage) Yes ___ No ___

Is the building height more than 18 ft above grade point? Yes ___ No ___

If yes, what is the height? _____ Height variance was approved NA ___ Yes ___ No ___

Mobile home on GLC C&R specified lots only.

(Note: A manufactured home is a mobile home built after 1976.)

Mobile/manufactured home model & year _____

Property address _____

Division _____ Block _____ Lot _____

I have read the A&Z guidelines regarding new construction/additions Yes ___ No ___

Plans meet setback requirements including from water service Yes ___ No ___

Plans meet GLC Covenants and Restrictions criteria Yes ___ No ___

Plans meet A&Z Guidelines & C&R requirements Yes ___ No ___

Is the property located in Divisions 10 or 11? Yes ___ No ___

Is a portion of the project in Glenroads right-of-way? Yes ___ No ___

(If Yes, Contact Glenroads. Glenroads may place other conditions on project)

Glenroads has been contacted NA ___ Yes ___ No ___

GLENHAVEN LAKES CLUB, INC

**ARCHITECTURAL & ZONING COMMITTEE PROCESS FOR
NEW CONSTRUCTION AND ADDITIONS**

Step 1. Read the A&Z Guidelines.

A copy can be found at the office 664 Rainbow Dr. or website glenhavenlakes.com

Step 2. Gather permits. Copies can be found at the office or website

New Construction

Septic

Tree

Fence (if needed)

Retaining Wall (if needed)

Construction container (if needed)

Step 3. Gather required documents

Step 4. Once house plans are approved by the County bring stamped plans and required

documents to the office prior to the A&Z meeting - A&Z meets the first Saturday of the month at 9AM at 664 Rainbow Dr.

Step 5. Check in with the office or in your GLC portal to see if plans have been approved and pay your WSI and new construction permit fee before work begins.

Step 6. Begin Project

Submittal Requirements for the applicant:

1. Proof of Required Survey. _____
2. Valid Septic System Permit and a completed Septic System Design. _____
3. Plot Plan showing all buildings, set-backs, fences, property corners and related septic items located. (All easements of record shall be shown on Plot Plan and exact property corners located on site and properly identified.) _____
4. Complete set Building Plan. _____
5. Natural Resources assessment _____
6. Proof of Ownership _____
7. Paid All financial obligations to GLC current. _____

What you can expect at the A&Z meeting:

1. Must be present
2. Verification of documents required. _____
3. Verification that Plans meet GLC setback requirements. _____
4. Verification that Plans meet building height requirement. _____
5. Verification that Driveways, fences and retaining walls are greater than 5 feet from the water service. _____

Reminders

1. Read over the A & Z Guidelines. _____
2. A Porta – Potty must be present at the construction site upon commencement of construction. _____
3. Read County erosion control best practices. _____
4. House plans must be approved by the county before submitting to the GLC A&Z committee. _____