

CARLYON BEACH HOMEOWNER'S ASSOCIATION
OWNER'S BUILDING PACKET
PERMIT 1

**CARLYON BEACH HOMEOWNERS ASSOCIATION
TYPE 1 APPLICATION
NEW CONSTRUCTION/ NEW MAUFACTURED HOME**

Owner Name _____ Date _____

Owner Address _____ Owner Phone # _____

Lot # ____ Block ____ Div. ____ Parcel Number _____ Lot Address _____

Construction Manager/Contractor Name _____ Phone # _____

Address _____

Authorized Person to contact during construction _____ Phone# _____

Construction Manager is : () Owner () Contractor () Consultant () Other _____

Note : You must receive a permit from CBHA before you can apply for a permit from Thurston County

Summary proposed construction

() Frame House () New Manufactured Home () Other _____

Total square footage including basement _____ Attached Garage square footage _____

Detached Garage square footage _____ Deck, Covered Patio or Porch square footage _____

Number of bedrooms _____ Number of bathrooms _____

Volume of septic tank 1000 gallons min. & 1500 gallons max., holding tank 1000 gallons min.
& 1500 gallons max.

House measurements : Front _____ Left Side _____ Right Side _____ Rear _____

Structure height from the highest point of the lot where the foundation or slab
meets pre-developed grade to the roof peak _____ () Applicant's Initials

Maximum height for all structures is 16 feet with or without a basement.

If the Garage or other structures are detached and separate from the house, each structure must meet
the height requirement at its pre-developed grade.

(see Building Height Measurement Example)

Building setbacks for CBHA are as follows :

Division 1 - Front setback 30' from the property line (not the road)

Division 2 – Front setback 20' from the property line (not the road)

Side and back setbacks for both Divisions is 5' from the dripline (gutter)

The above setbacks apply to all structures including stairs, decks and porches.

REQUIRED SUPPORTING DOCUMENTS FOR CBHA TYPE 1 BUILDING PERMIT SUBMITTAL

Supporting documents must fully disclose and describe the work to be done, in adequate detail to verify compliance with CBHA requirements. Each drawing and document should list the owner's name, address and legal description of the lot.

Please **initial** each item to show they have been provided to CBHA

- () **Site Plan requirements (see example)**
 1. Drawn to engineers' scale on 11"x 17" paper or smaller. Scale noted
 2. North arrow
 3. All property lines and lot dimensions
 4. Location of all existing and proposed easements
 5. All proposed and existing structures and their setbacks from all property lines
 6. Location of all existing and proposed utility lines and structures
 7. Location of septic holding tanks and indicate the elevation of tanks in relation to finished grade after landscaping.
 8. Show septic line separation. (minimum 10')
 9. Show all roof and footing drains and all cleanouts
 10. Existing and proposed driveways and dimensions (Total driveway width is a maximum of 24')
 11. Topographic information (contour lines or elevations) for entire property. This may be based on Thurston County contour maps.
 12. Erosion and sediment control plan both during and after construction
 13. Trees to be removed and/or replaced (See Rules and Regulations for tree requirements)
 14. Other items county may require : impervious surface calculations, all areas to be cleared.

CBHA needs 3 copies of Site Plan

- () **Architecture Drawings showing existing and proposed grade elevations and elevations showing 16' height from pre-developed grade. The drawings should be complete, showing all floorplans, front, side and rear elevations and any necessary engineering required. 3 Sets required for CBHA**

- () **Storm Water Drainage Plan showing lot topography before and after construction and features to control runoff from impervious surface areas. This plan may be combined with Site Plan if not too busy or it may be separate. Note – Thurston County may require and engineered drainage plan depending on your lot coverage and soil type. See Thurston County website for information.**

- () **Copy of all Easements, Covenants, and Restrictions of record. (See attached Stormwater Easement Easement Agreement required for Type 1 Permit – may be done by third party or professional.)**

- () **Copy of Professional Survey from the last 5 years. The survey may show the topography of the lot or at least the four corner elevations. The architectural elevations should match the topography**

- () **Utility Locates : CBHA will locate CBHA waterlines only. Call the CBHA office 48 hours in advance of any digging. All other utility lines including private waterlines need to be located by calling 811**

DISCLOSURE OF CBHA REQUIREMENTS

Applicant to initial each item

- () I have read and understood the By-Laws, Rules and Regulations, and the Covenants of CBHA as they relate to building and construction and understand that these documents preclude any other statements
- () The Owner, Construction Manager and/or Contractor are aware of the phases of the CBHA building process. Construction must proceed in the following phases:
 - Phase 1 - Pre-Construction
 - a. Turn in all plans and supporting documents to CBHA office.
 - b. Owner is to attend the Architecture meeting when the application is to be reviewed
 - c. Have CBHA Site Inspector shoot grades for height limit (if not already done)
 - Phase 2 – Permits and Preconstruction Meeting
 - a. Obtain both sets of building permits – first CBHA the Thurston County and post both permits on site.
 - b. Owner and Builder to have a preconstruction meeting with CBHA Site Inspector to go over all Owner and Builder responsibilities, answer any questions and shoot grades for height limits if not already done.
 - Phase 3 -Construction
 - a. Setbacks established ,clearing , grading, construction driveway ,erosion control, culvert installed and signed off by CBHA Site Inspector. Construction cannot proceed until signed off.
 - b. Foundation forms installed and inspected by CBHA Site Inspector for setbacks
 - c. Install trusses and have CBHA Site Inspector recheck height and sign off.
 - d. Install septic and call CBHA office for inspection. Install all storm drainage and get signed off.
 - Phase 4 – Cleanup and Restoration
 - Prior to getting an occupancy permit all inspections must be signed off by CBHA Site Inspector. See Rules and Regulations for more information.
- () The Owner, Construction Manager and/or Contractor is responsible for assuring that all work and construction is inspected and signed off at the proper time. Call the CBHA Office and the CBHA Site Inspector to schedule the inspections.
- () Work that fails inspections must be corrected and re-inspected. Fees for repeat inspections will be paid for CBHA and ,will in turn, be assessed to the owner
- () I am aware that CBHA inspections are independent of Thurston County inspections and must be followed according to CBHA phases.
- () Approved portable toilets and trash barrels must be furnished and paid for by the owner.
- () Any damage to CBHA property by contractors, sub-contractors, or suppliers is the responsibility of the owner. This includes any damage to the bioswales. If repairs must be made at CBHA expense any and all costs incurred by CBHA will be assessed and paid for by the owner.
- () Any and all costs associated with legal enforcement of CBHA requirements or any other legal fees and fines associated with this permit will be assessed to and paid for by the owner.

Permit Fees for Type 1 Application and Permit for CBHA

\$ 42.00	Non-refundable application fee (collected at time of application)
\$1,825.00	For new construction, a non-interest-bearing deposit for legal fees fines, or other costs to be returned after construction and all inspections are signed off by CBHA Site Inspector and complete. This includes any damage to the bio swales.
<u>\$2,088.00</u>	Permit Fee (paid at the time of approval)
\$3,955.00	TOTAL FEE INCLUDING DAMAGE DEPOSIT

The owner is responsible for all licensed engineer fees for lot surveys, any topography needed, an easement agreement or any storm water drainage plans.

Owner Signature _____ Date _____

Construction Manager/ Contractor Signature _____ Date _____

The Carlyon Beach Homeowners Association makes no assurances or analysis as to the stability of the homeowner’s property and/or adjoining property within Carlyon Beach development. It is the responsibility of the owner to undertake an analysis of the usability and stability of the property.

DISCLOSURE: *CBHA may disclose information from the application for building permit to adjacent or nearby property owners who may be affected by the proposed construction. CBHA may consider information from these property owners when reviewing the application.*

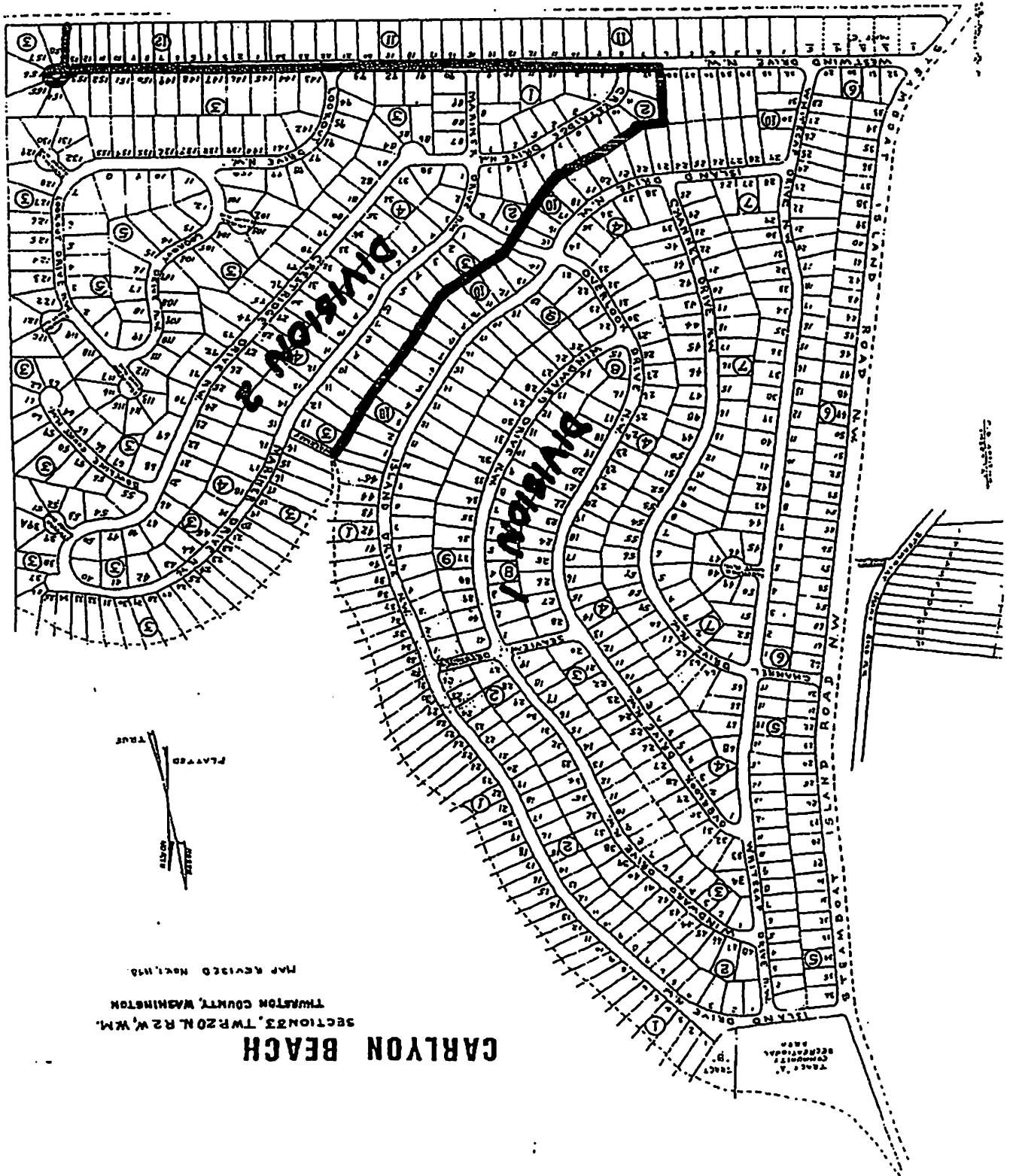
PERMIT APPROVAL:

Architecture Trustee Approval _____ Date _____

Architecture Member Approval _____ Date _____

Water Trustee Approval _____ Date _____

Sewer Trustee Approval _____ Date _____



CARLYON BEACH
 SECTION 3, TWP. 20 N. R. 2 W. WM.
 THURSTON COUNTY, WASHINGTON
 MAP REVISED NOV. 1913



TABLE A
 CONTAINS
 RECORDS

PLANNED TRAIL

CBHA OWNER/ BUILDER CHECKLIST

PERMT TYPE 1

OWNER _____

ADDRESS _____

OWNER & BUILDER RESPONSIBILITES	OWNER INITIALS	CALLED INSPECTED NOTES	DATE
1. Attend Architecture Meeting when Permit Application is reviewed.			
2. Stake out corners of house & have CBHA Site Inspector "shoot grades" for 16' height limit The survey required should show the elevation of all 4 corners of the lot			
3. Call Office when permit is issued from Thurston County to schedule & attend a Preconstruction Meeting with CBHA Site Inspector, Owner & Builder. Supply septic specs if not supplied with application			
4. Post Permit Call for All Locates – CBHA locates water only			
5. Call Office & CBHA Site Inspector when clearing & grading is to be started, portable toilet, erosion control, construction driveway, & culvert are installed			
6. Call Office & CBHA Site Inspector when foundation & footing drains are in (before covering) for inspection			
7. Call Office CBHA Site Inspector when trusses are installed to remeasure 16, height limit			
8. Call Office & CBHA Site Inspector when all other storm water drainage is installed (before covering) For inspection			
9. Call the Office when septic is installed to set up testing & inspection			
10. Make sure bioswales are restored if they have been damaged			
11. Call the Office when project is completed & to obtain an Occupancy Certificate. The Right to Occupy is contingent on compliance with CBHA requirements. (See Property Maintenance & Timelines & Standards for Buildings in CBHA sections in the CBHA Rules and Regulations) Be sure all inspections have been signed off by CBHA Site Inspector.			
NOTE – If any clearing & grading is to be done between Oct 1 & April 1 obtain <u>Architectural approval</u> & cover all unworked dirt during the construction process.			

CARLYON BEACH HOMEOWNER'S ASSOCIATION

Type 1 Building Permit Guidelines

Permits are not approved until ALL requirements are met. This includes owner providing a copy of the 5-foot utility easement filed with Thurston County along the back and side property lines, as required in CBHA Rules and Regulations.

The following should be posted on your site plan:

- Identifying information not complete.
 - Initial points not initialed.
 - No proof of survey provided.
 - Setbacks not marked or incorrectly measured from foundation must be measured from the drip line.
 - Roof height not measured correctly. (Should be measured from the highest point of pre-existing grade where it meets the foundation to the highest point of the structure – 16 ft. maximum)
 - Septic lines and water lines not clearly marked showing minimum 10-foot separation.
2. Owner has not read and/or does not understand the CBHA Rules and Regulations, By-Laws, and Covenants as they relate to building and construction. Survey and topography provided to CBHA (may be combined or may take topo from Thurston County's contour maps if not too sloped or has not been previously disturbed).
3. Building setbacks from the property line are:
30 feet in DIVISION I 20 feet in DIVISION 2 **NO EXCEPTIONS**
4. Culverts must be concrete or metal only.
5. Pavement is only allowed between lot line and street if an expansion joint is installed.
6. Maximum, combined widths of all driveways must be no more than 24 feet.
7. Septic issues:
- Tanks approved from Evergreen Precast, Cascade NW, or Sound Placement Services recommended
 - Assist pump required if tank bottom is 15 feet or greater to top of pump truck.
 - (3) three-inch ball valve required if outlet is lower than home plumbing.
 - Pump-out connector must be within one foot of the property line for new construction.
8. **If existing pump-out is further than 20 feet from road, it must be brought to within one foot of the property line.**
9. Bio-swale damage – deposits will not be returned until the following issues are resolved:
- Bio swales will be restored to code at owners' expense.
 - No parking or driving in swales
 - No cleaning of cement trucks in swales

Inspections or Questions:
360-866-0717

Setback Definition:

A distance from a curb, property line, or structure within which building is prohibited.

Setbacks are building restrictions imposed on property owners. Local governments create setbacks through ordinances and **Building Codes**, usually for reasons of public policy such as safety, privacy, and environmental protection. Setbacks prevent landowners from crowding the property of others, allow for the safe placement of pipelines, and help to preserve wetlands. Setbacks form boundaries by establishing an exact distance from a fixed point, such as a property line or an adjacent structure, within which building is prohibited. Generally, prospective buyers learn that land is subject to setback provisions when they are considering purchasing it. This information is important to future development plans, because setbacks remain in effect until changed by law or special action of a local government.

Setbacks can significantly affect a property owner's right to develop land or to modify existing structures on the land. For this reason they can influence property values; severe restrictions on land can decrease its value. Violating setback provisions can lead to legal action against a property owner, and penalties can include fines as well as an order to remove noncompliant structures. Property owners whose desire to build is stymied by setbacks have few remedies. They can petition their local government by applying for a variance—a special permission to depart from the requirements of **Zoning** ordinances—but variances are generally granted only in cases of extreme hardship. Litigation over setbacks is common.

**SUPPORTING DOCUMENTS TO ACCOMPANY APPLICATION
FOR PERMIT TYPE 1**

Storm Water Easement Information:

Prior to a Permit Type 1 being approved and before any clearing or any site preparation of your lot , a 5' easement on three sides of your property must be granted to CBHA and a copy of that easement must be supplied with the application. The copy must show that it has been recorded in Thurston County.

The easement is necessary for construction, repair, and maintenance of Storm Water Conveyance and or Potable Water Pipelines and Appurtenances. The easement affords all signature protection.

Attached are forms which must be completed with original signatures, notarized and recorded. The forms may be filled out by the owner (notarized signature) and/or a third party who is knowledgeable about easements. As the property owner you will be billed for the third party's services.

CBHA Building Height Measurement

Form to be filled out and signed by owner verifying that the project will adhere to the 16' height limit. The form will also be when the CBHA Site Inspector "shoots the grade" to determine proper height elevation for your project. Both parties will sign, and date and the height elevation listed on the form

The form is attached.

Site Plan and Storm Water Drainage Plan

See site plan examples attached.

See engineering diagrams attached for types of storm water systems that may be included in a storm water drainage plan.

Other

Other engineered diagrams that may be helpful in applying for this permit for CBHA and Thurston County.

REQUIRED SUPPORTING DOCUMENTS FOR CBHA BUILDING PERMIT SUBMITTAL

Supporting documents must fully disclose and describe the work to be done, in adequate detail to verify compliance with CBHA requirements. Each drawing and document should list the owners name (s) and lot description

Please initial each item to show they have been provided to CBHA

() Plot or Site Plan requirements :((see example)

- 1. Map Scale**
- 2. North Arrow,**
- 3. All property lines and lot dimensions**
- 4. Location of all existing and proposed easements**
- 5. All proposed structures and their set back distances from all property lines.**
- 6. All existing structures**
- 7. Location of all proposed and existing utility structures and lines. Location of septic holding tanks and need to indicate the elevation of tanks in relationship to finished grade after landscaping**
- 8. Show all roof and footing drains, all cleanouts and at least a 2% min. slope of all drains.(may be combined with site plan, or a separate plan or combined with the Storm water Drain age Plan**
- 9. Show water and septic line separation**
- 11. Existing and proposed driveways and dimensions**
- 12. Topographic information (contour lines) for entire property. This may be based on available County 2' contour maps or a topographic survey (County may require if very sloped)**
- 13. Erosion and sediment control plan during and after construction**
- 14. Other items County may require – location of all critical areas and all areas to be cleared. CBHA needs 3 copies of site plan**

() Architecture Drawings with setbacks from the drip line measurements and elevations showing the building height from the pre developed (pre excavation) grade. CBHA needs 3 copies

() Surface Water Drainage Plan showing topography before construction and after construction and features to control runoff from impervious surfaces (driveway, roof, patio) This may be combined with the Storm Water Drainage Plan Thurston County requires or it may be combined with regular site plan if not too busy, or it may be separate. (see example) (See Thurston County building department website for current Storm Water Drainage plan requirements. The plan will probably need to be executed by an engineer at the owner's expense) CBHA needs 3 copies of All Drainage plans

() Copy of all Easements, Covenants and Restrictions of record

() Copy of Professional Survey and evidence of all corner pins and property lines on site. This may include the topography on your lot. The topography (contour lines) needs to be shown on plot plat. The architectural elevations must match the topography and your plot pan.

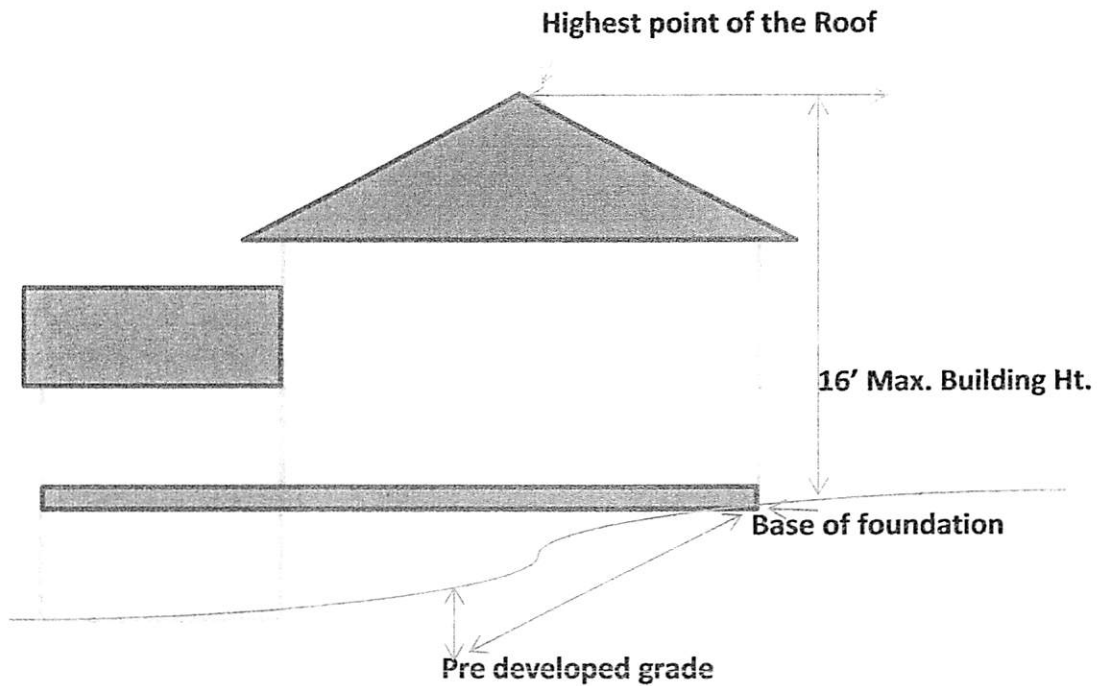
() Utility locate: Water, gas, power and phone before construction begins.

DISCLOSURE: CBHA may disclose information from the application for building permit to adjacent or nearby property owners who may be affected by the proposed construction. CBHA may consider information by these property owners when reviewing the application

CBHA BUILDING HEIGHT MEASUREMENT

HOW IS BUILDING HEIGHT MEASURED?

Building height is measured from the highest pre developed grade at the base of the foundation of each separate building¹ to the highest point of a flat roof or the highest ridge of a pitched roof. Maximum building height with or without a basement is 16' unless the Architecture Committee grants a variance. (A VARIANCE NEEDS TO BE APPLIED FOR BEFORE ANY CONSTRUCTION STARTS.)



- 1 Separate buildings mean a residence and a separate detached garage or garages. The residence and garage(s) are considered to be two or more separate buildings. If the buildings are connected with a roof, a common wall or foundation they can be considered one building.

Owner Signature _____

Date _____

CBHA Signature _____

Date _____

STORM WATER/ WATER SYSTEM EASEMENT INFORMATION

Prior to clearing or any site preparation of your lot, an easement must be granted to CBHA, A copy of that easement must be supplied to the CBHA office.

The copy must show the easement has been recorded in the Thurston County Assessor's and/or Treasurer's office. This easement is necessary for construction, repair, and maintenance of Storm Water Conveyance and or Potable Water Pipelines and Appurtenances... The easement affords all signatures needed protection

Attached are forms which must be completed with original signatures, notarized and recorded, then returned to CBHA office. The forms should be filled out by the homeowner (notarized signatures) and by an engineer or a third party who is knowledgeable about easements. As the property owner you will be billed for an engineer or third party's services

Name
Address
Address

DOCUMENT: STORMWATER/ WATER EASEMENT AGREEMENT

GRANTOR(S):

GRANTEES: CARLYON BEACH HOMEOWNER'S ASSOCIATION

LEGAL:

PARCEL:

STORM WATER/ WATER SYSTEM EASEMENT AGREEMENT

For A VALUABLE CONSIDERATION, receipt of which is hereby acknowledged, the undersigned Grantor(s) do(es) give and grant to Carlyon Beach Homeowner's Association, its heirs and assigns a 5' wide stormwater/utility/access easement for the purpose of construction, repair, and maintenance of Storm Water Conveyance and/or Potable Water Pipelines and appurtenances: and assigns a 10' wide access easement which also may be used for stormwater/utility/access purposes for construction, repair, and maintenance of Stormwater Conveyance and/or Potable Water Pipelines and appurtenances.

PARCEL:

See Exhibit "A" attached hereto and by this reference is a part hereof.

PERMANENT EASEMENT

Said easement shall include the right of ingress/egress to, upon and over said land at all times, to construct, maintain and operate, repair and replace said storm water and utility systems, provided the Carlyon Beach Homeowner's Association shall be given the right to utilize such additional width as may be available and necessary temporarily for the placing of excavated materials thereon and for other construction and maintenance operations.

Carlyon Beach Homeowner's Association, its heirs and assigns agree that in construction, maintenance, operation, repair or replacement of said storm water and utility system on the above described property, that it will, at its expense, restore surface of said land to the same conditions which existed prior there to.

Dated at Olympia, Washington, this _____ day of _____

Owner of Lot

Block _____ **Division** _____

STATE OF WASHINGTON)

)ss

COUNTY OF THURSTON)

On this ____ day of _____, _____, before me personally appeared _____ and _____, to me know to be individual(s) described and who executed the foregoing instrument and acknowledge the said instrument to be free and voluntary act and deed of said private lot for the uses and purposes therein mentioned.

Given under my hand and official seal this _____ day of _____

Notary Public in and for the State of Washington

Residing in _____

My commission ends _____

Dated at Olympia, Washington, this _____ day of _____,

By _____

Dated at Olympia, Washington, this _____ day of _____,

Carlyon Beach Homeowner's Association _____

STATE OF WASHINGTON)

)ss

COUNTY OF THURSTON)

On this day and year above personally appeared before me as Authorized Agent of Carlyon Beach Homeowner's Association, who executed the foregoing instrument, and acknowledged the said instrument to be the free an voluntary act an deed of said Municipal Corporation for the uses and purposes therein mentioned and on oath states he is authorized to executed said instrument.

Given under my hand and official seal this _____ day of _____,

Notary Public in and fro the State of Washington

Residing in _____

My commission ends _____

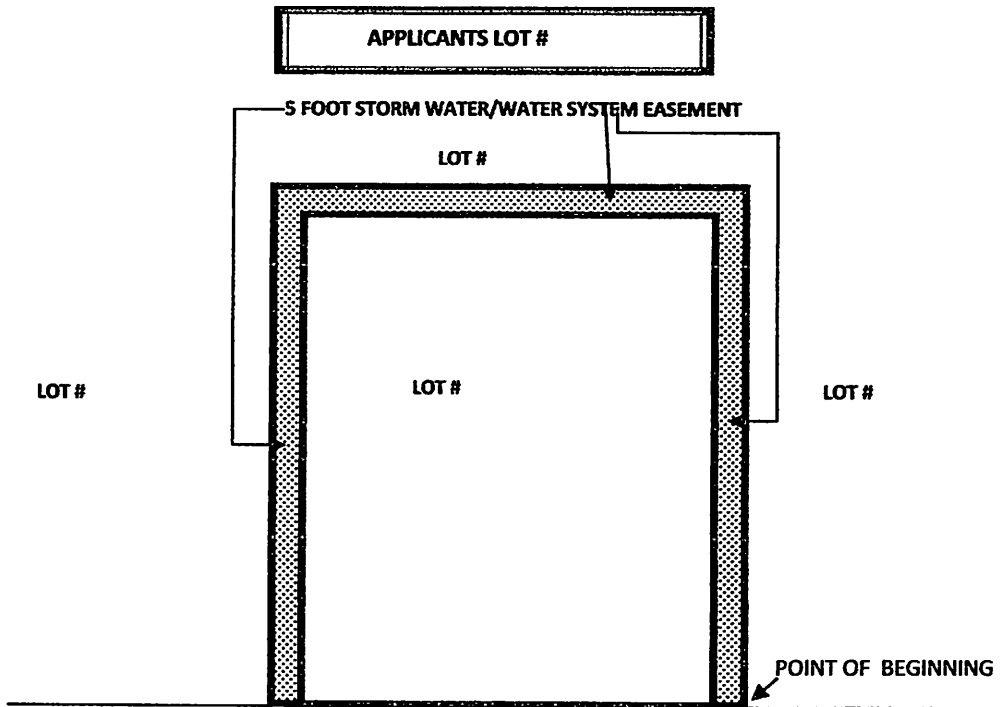
Dated at Olympia, Washington, this _____ day of _____,

By _____

STORM WATER/WATER SYSTEM EASEMENT EXHIBIT "A"

LOT ADDRESS _____
PLAT _____
LOT NUMBER _____
BLOCK NUMBER _____
DIVISION _____
OWNER(S) _____
STREET ADDRESS _____
CITY _____
STATE _____ ZIP _____
PHONE _____

NORTH ARROW



Who filled out this form?

Signature _____

Printed _____

Date _____