

**CARLYON BEACH HOMEOWNER'S ASSOCIATION
OWNER'S BUILDING APPLICATION PACKET
TYPE 1**

NEW CONSTRUCTION/NEW MANUFACTURED HOME

3/3/2025

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

Owner Name _____ Date _____

Owner Address _____ Owner Phone # _____

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

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

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 _____

All new construction must have a minimum of 200 square feet garage or shop, attached or detached using same materials as home.

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

Minimum square feet for new construction or new manufactured homes to be 400 square feet.

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. All buildings and structures to be one story in height not counting basement except when a variance is granted by the architecture committee of CBHA. A variance may be granted on a case-by-case basis for no more than 1 foot above the 16-foot height limit. (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 and what landscape requirements for the area between the house and the street will be implemented. (See Rules and Regulations for tree landscape 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 an 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 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
- () A manufacture spec sheet of the septic tank needs to be furnished to CBHA prior to installation

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.

Phase 5 – Landscaping

Landscaping shall be completed in 18 months from the start of construction, and no later than 12 months from occupancy. \$500.00 will be held until completed.

- () 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 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 _____

STORM WATER/ WATER SYSTEM EASMENT 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 CBHA office.

The copy must show that 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 signature) 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 services.

DOCUMENT: STORM WATER EASEMENT AGREEMENT

GRANTOR (S)

GRANTEES: CARLYON BEACH HOMEOWNER'S ASSOCIATION

LEGAL:

PARCEL:

STORM WATER 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 easement for the purpose of construction, repair, and maintenance of Storm Water 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 is described as follows, TO WIT:

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 stormwater 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 the construction and maintenance operations.

Carlyon Beach Homeowner’s Association, its heirs and assigns agree that in construction, maintenance, operation, repair or replacement of said stormwater 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(s) of Lot _____, Block _____ Division _____ Plat of Carlyon Beach Country Club
(owner’s signature) _____ and _____

STATE OF WASHINGTON

COUNTY OF THURSTON

On this ____ day of _____, _____ before me personally appeared _____

and _____ to me know to be the individual(s) described and who executed the foregoing instrument and acknowledge that said instrument to be free and voluntary act and deed of said private lot owner(s) for the use 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 expires _____

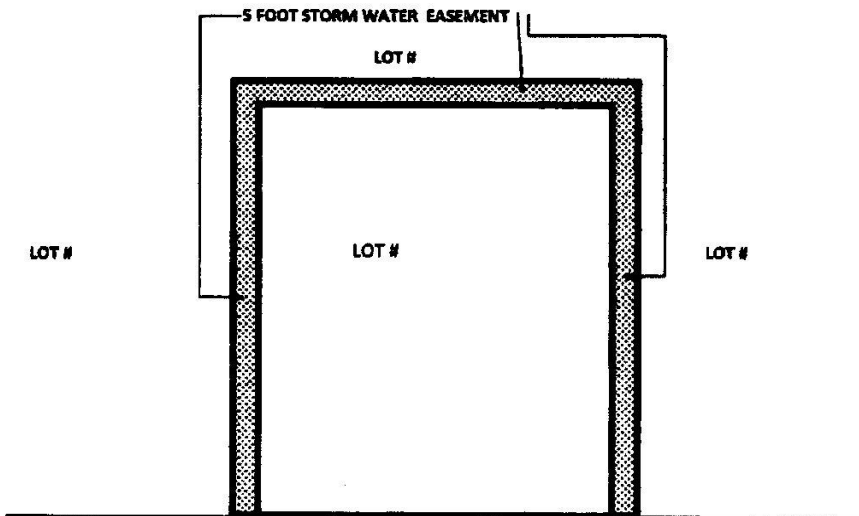
Dated in Olympia, Washington this ____ day of _____,

Carlyon Beach Homeowner’s Association _____

STORM WATER 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 _____

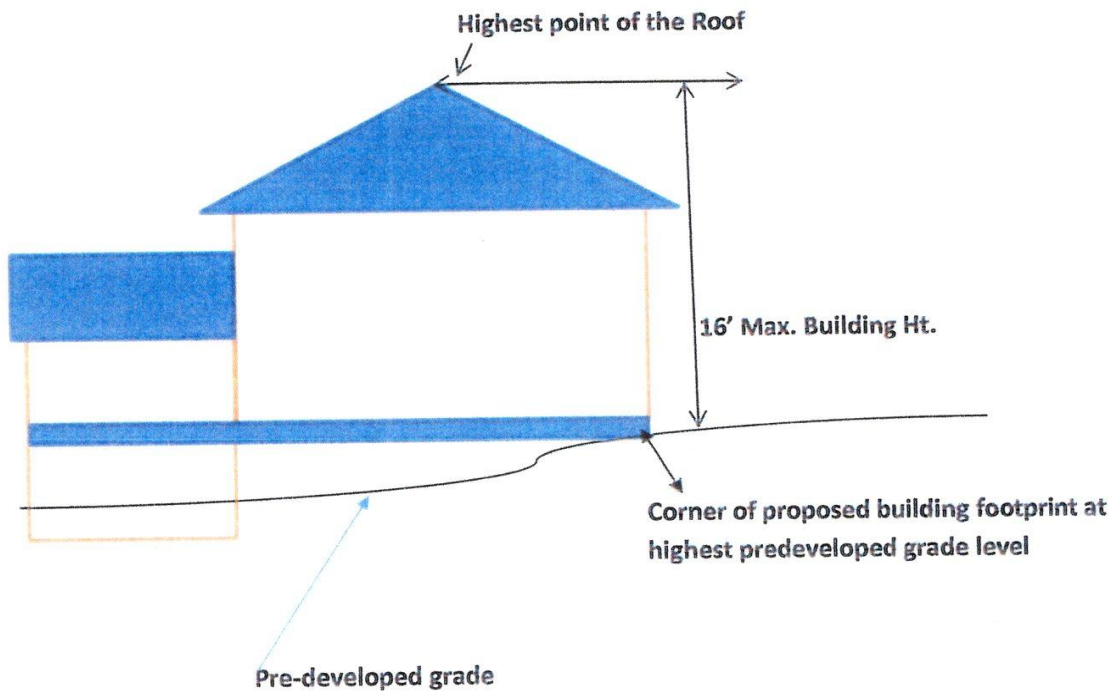
Date _____

CBHA BUILDING HEIGHT MEASUREMENT

HOW IS BUILDING HEIGHT MEASURED?

Building height is measured from the highest pre-developed grade level at the corner of proposed building footprint (of each separate building) to the highest point of a flat roof or the highest ridge of a gable or hipped roof. The maximum building height with or without a basement shall be sixteen feet (16') and be a one story building. Anything over the one story 16' height would require applying for a variance and be reviewed by the Architecture Committee. * A VARIANCE NEEDS TO BE APPLIED FOR BEFORE ANY WORK STARTS.

* NOTE -A variance is granted on a case by case basis and no decision sets a precedent, whether in favor or against the variance.



1. Separate buildings mean a residence and a separate detached garage or garages. The residence and garage are 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 _____

CBHA Impervious Surface Worksheet

Impervious surface is a non-vegetated surface which either prevents or retards the entry of water to the soil mantle under natural conditions prior to development.

Common impervious surfaces include, but are not limited to, roof tops, walkways, patios, driveways, parking pads or storage areas, concrete or asphalt paving, gravel roads or packed earthen materials. Impervious surface can be **60% or 20,000 square feet, whichever is less of the total square feet of the lot.**

	Proposed Square Feet	Existing Square Feet
Main Structure		
Addition		
Parking Area		
Driveway		
Sidewalks, Pathways		
Patios		
Accessory Buildings- Garage, Shop, Shed		
Other		
Totals		
Total -Proposed & Existing		
Square Feet of Lot		
REF C4EWDDRTPERCENTAGE of Impervious surface coverage		