CARLYON BEACH HOMEOWNERS ASSOCIATION
TYPE 1a APPLICATION
CLEARING, GRADING, TREE CUTTING AND RIGHT OF WAY WORK ON CBHA ROADS*

Owner's Name _____ Date _____

Property Address _____ Lot ____ Block_____ Division_____

Phone _____ Alternate Phone_____

Construction Manager/ Contractor _____ Phone_____

The Construction Manager/ Contractor and Owner are responsible to for construction to assure the work is done according to CBHA and Thurston County requirements and according to the approved plans.

Supporting Documents Needed

1. Site plan showing lot, trees to be removed & area of lot to be disturbed by wheeled or tracking equipment.
2. Survey – showing elevations on all 4 corners
3. Storm water Easement Agreement for the lot.
4. If for Right of Way Road work, an explanation and/or diagram to show what is being done and an explanation of how the road will be restored back for CBHA approval.
5. Ensure that the Lot #, address and owner's name is on all documents
6. If burning debris, you will need a **Burn Permit** from Thurston County **ORCAA** and follow their rules.
7. Erosion control measures need to be in place.
8. All clearing and grading to be started and completed during the period of April 1 thru October 15 unless approved by the Architecture Committee (tree cutting excluded).

DISCLOSURE: CBHA may disclose information from this application to adjacent or near-by property owners who may be affected by the proposed work. CBHA may consider information provided by these property owners when reviewing the application.

Disclosure of CBHA requirements (Applicant initial each item)
Proceed in compliance with CBHA and Thurston County and in accordance with the approved plans. This includes responsibility for items that will not be formally inspected.

( ) I have read and understood the By-Laws, Rules and Regulations, and Covenants of CBHA as they relate to building, clearing, grading, construction, tree cutting and work in the Right of Way and understand that these documents and this application preclude any other statements.
( ) Any damage to CBHA property by contractors, sub-contractors or suppliers is the responsibility of the owner. If repairs must be at CBHA expense, any and all costs incurred will be assessed to the owner.
( ) Any and all costs associated with legal enforcement of CBHA requirements or any other legal fees or fines associated with this permit will be assessed to and paid for by the owner.

$ 30.00 –	Non-refundable application fee.
$ 300.00 _ or	Non-interest-bearing damage deposit for CBHA property. This deposit will be refunded upon verification if no damage done or damage fixed and reviewed by CBHA Site Inspector and signed off. This includes bio swales.
$ 1825.00 –	Non-interest-bearing damage deposit for Right of Way work on CBHA roads. This deposit will roll over when a Permit Type 1 is applied for. This deposit is refundable after construction and all inspections are complete and the project has been signed off by the CBHA Site Inspector.

TOTAL $330.00
OR
$ 1855.00 (For Right of Way road work)

AFFIDAVIT: I (we) with these requirements and accept the responsibilities

Owner Signature _____

Construction Manager/Contractor Signature _____

Architecture Trustee Approval _____Date _____

Architecture Member Approval_____ Date _____

Road Trustee Approval _____ Date _____
(If applicable)

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Office Use Only: Owner is a member in good standing _____, documents are complete and approved _____, and fees paid_____.

Permit Approved (date) _____By _____

Permit Issued (date) _____By _____

Permit issued (date) -Thurston County permit received – if applicable _____

Permit Expires (date) _____

CBHA OWNER/ BUILDER CHECKLIST

PERMIT TYPE 1a

OWNER _____ **ADDRESS** _____

OWNER & BUILDER RESPONSIBILITES	OWNER INITIALS	CALLED INSPECTED NOTES	DATE
1. Post Permit. . Call for all locates before any ground is disturbed. CBHA does water locates only			
2. Call the Office & CBHA Site Inspector when project is underway & erosion control is in place. If your project involves any Right of Way road work, meet with the CBHA Site Inspector and the Road Trustee before beginning any work			
3. Call the Office & CBHA Site Inspector when project is complete. Site Inspector will check for damage to Right of Way, Bioswales, Roads and neighbors' property.			

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) _____

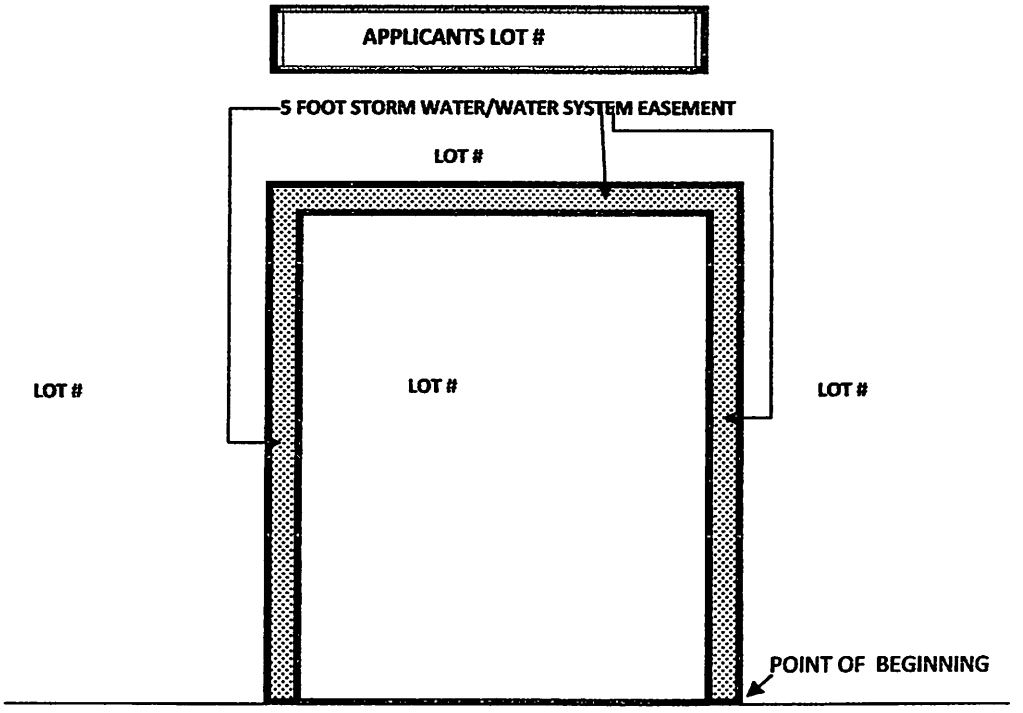
STREET ADDRESS _____

CITY _____

STATE _____ ZIP _____

PHONE _____

NORTH ARROW



Who filled out this form?

Signature _____

Printed _____

Date _____

STORMWATER EASEMENT INSTRUCTIONS

SIMPLE FORM

1. **Fill out the form using the accompanying example as a guideline**

2. **Sign in front of a notary**

3. **CBHA representative to sign as well (CBHA office personnel or Board member)**

4. **Take signed easement to Thurston County for recording.**

5. **Bring the recorded document back to CBHA office and have a copy made for your application and file**

Owner's name
Owner's address where they live

DOCUMENT TITLE: STORMWATER EASEMENT

GRANTORS: ***OWNER'S NAME***

GRANTEES: CARLYON BEACH HOMEOWNER'S ASSOCIATION

LEGAL: ***OWNER'S LOT, BLOCK AND DIV OF CARLYON BEACH COUNTRY CLUB***

PARCEL: ***OWNER'S PARCEL NUMBER***

STORMWATER EASEMENT

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, it's heirs and assigns a 5' wide storm water/utility easement for the purpose of construction, repair, and maintenance of Storm **Water Conveyance and/or Potable Water Pipelines And Appurtenances.**

PARCEL: **** Owner's Parcel Number***
See Exhibit "A" attached hereto and by the reference is a part of

PERMANENT EASEMENT:
Said easement is described as follows, **TO WIT:**

****The west 5 feet 120 feet along west property line; then the north 5 feet 70 feet along the north property line; then the east 5 feet along the east property line.***

NOTE ***(The above description is an example only of a very simple easement. The dimensions and directions must match the owner's lot)***

(To find all the information on your lot either refer to your paperwork when you purchased the property or go to Thurston County Assessor's web site and click on property search, enter your name or address and you will bring up a parcel number. Click on the parcel number and it will bring up the information you need.)

Said easement shall include the right of ingress and egress to, upon, and over said land at all times, to construct, maintain, and operate, repair, and replace said utility provided however, that 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.

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

Dated at Olympia, Washington, this _____ day of _____

Owner of Lot **** Owner's Lot Number***

Block__ Division__ **** Owner's Block and Div. 1 or Div. 2***

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 _*(*Office staff or Board* member signature)

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 _____

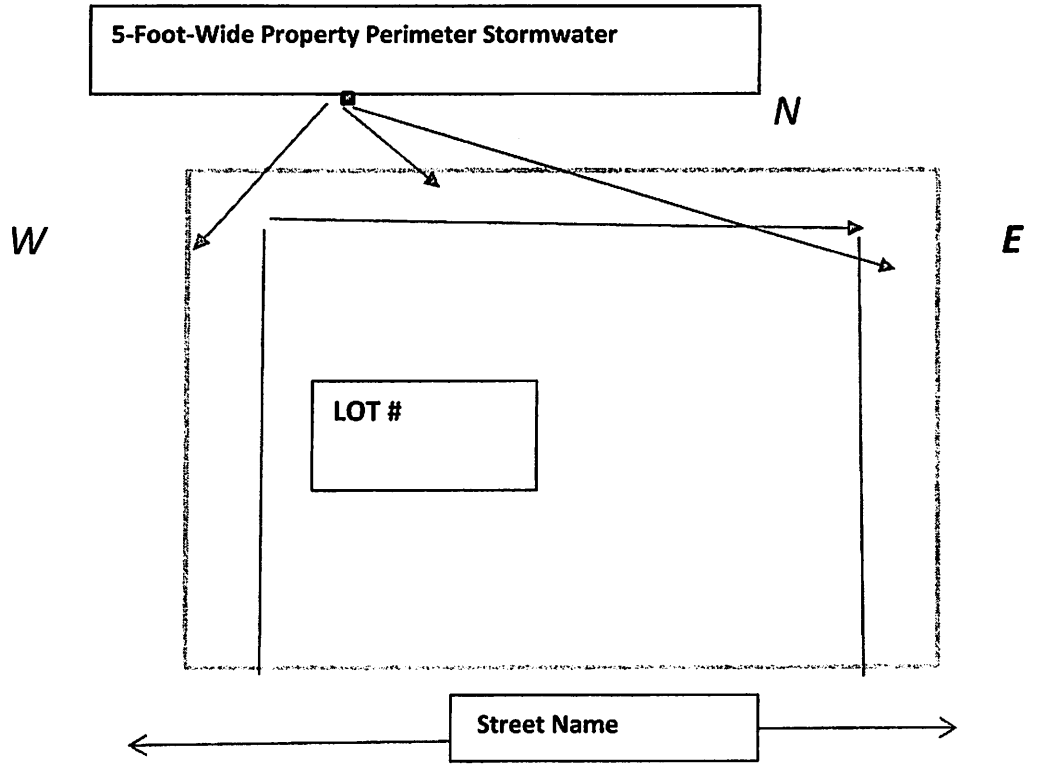
Dated at Olympia, Washington, this _____ day of _____,_____

By _____

STORMWATER EASEMENT
EXHIBIT "A"

LOT ADDRESS:
LOT NO. : * ***Owner's Address, Lot #, Block # and Div. #***
BLOCK NO. :
DIVISION :

OWNERS :
STREET ADDRESS: * ***Owner's information***
CITY :
STATE :
ZIP CODE :
TELEPHONE:



Form Prepared By _____
Signature _____
Date _____