



shelter bay community, inc.

BUILDING COMMITTEE

CONSTRUCTION GUIDELINES

Adopted April 21, 2010 by Resolution 10-04

*This document has undergone a complete revision and
supersedes all previous Shelter Bay Community documents titled:*

*Information and Guidelines
for
Home Building, Remodeling and Dock Work*

Revisions:

Housekeeping 6-16-10
Resolution 11-09, 4/20/11
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Section A. INTRODUCTION

1. **Authority.** Shelter Bay Community, Inc. is a private non-profit corporation governed by its Articles of Incorporation, By-Laws, and Declaration of Protective Covenants. These governing documents authorize the Shelter Bay Community, Inc. Board of Directors to appoint committees to administer the Protective Covenants and any Board approved Rules and Regulations. The Shelter Bay Community, Inc. Declaration of Protective Covenants require that no building or structure shall be erected, placed, expanded, remodeled or altered upon any lot until construction plans, specifications and color schemes have been submitted to and approved by the committee responsible. The Board has appointed the Building Committee as the committee responsible for this function.

All construction within Shelter Bay must conform to all applicable State of Washington, Skagit County, Swinomish Indian Tribe and health regulations, as well as the requirements of Shelter Bay Community, Inc. Shelter Bay enforces the construction standards provided in the governing documents and rules and regulations through requirement of building construction permits from the Building Committee.

This document, **Construction Guidelines**, informs Members and Builders about submittal requirements for a construction permit and outlines the various steps which are to be followed through project completion. The Construction Criteria section summarizes, but does not supersede, the construction requirements in the Shelter Bay Community, Inc. governing documents and rules and regulations.

2. **Construction Permit** applications are required for all construction, including projects listed below:

New construction	Propane tank or heat pump installation
Remodeling	Concrete slabs, paving and driveways
Building expansion	Exterior lighting
Decks	Retaining walls over four feet (4') in height
Sheds and storage buildings	Installation of solar panels
Garages and carports	Remodeling of piers and floats
Fences	Landscape structures, pergolas & gazebos
Roofing replacement	Exterior painting & re-painting

It is recommended that members, builders, designers and contractors obtain a copy of these Construction Guidelines and communicate with the Building Committee early in their planning process to assure understanding of, and compliance with, the Protective Covenants, the Rules and Regulations, and these Guidelines. Following issuance of a Shelter Bay Construction Permit, the permit applicant must obtain all applicable Swinomish Tribe and/or Skagit County Building Permits.

The Shelter Bay Community, Inc. Board of Directors has empowered the Building Committee to issue **STOP WORK ORDERS** for non-complying construction. The Committee may also recommend the levying of **FINES**.

3. **Utility Services Available.** Within Shelter Bay Community electrical power is supplied by **Puget Sound Energy** and communication services are provided by several suppliers. No natural gas service is available. All utilities are buried underground.

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4. **Maintenance Department Coordination.** This department, at the direction of the Manager of Shelter Bay Community, Inc., has the following responsibilities with regard to new construction in Shelter Bay:
 - a. **Location of water and sewer line connections:** Water and sewer connections are available at each lot. The location of these connections is available from drawings at the Shelter Bay Office. Since the drawings for these connections are sometimes inaccurate as to location and depth, members and/or builders are directed to contact the Shelter Bay Maintenance Department (360-202-2391) to locate sewer and water connections before planning foundation layout.
 - b. **Shelter Bay installs and maintains water meters and backflow prevention assemblies** for a fee. The meter assembly is maintained by this department as part of the water utility system. Brass, not plastic, pipe fittings must be used for meter connections. In specific residential applications, such as installation of a boiler, fire suppression system, or service connection at a private dock, Shelter Bay may require the member to install a backflow prevention assembly in accordance with applicable Washington State Administrative Code(s). This determination will be made at plan review. Installation of a water meter requires at least 24 hours advance notice to the Shelter Bay Office, 360-466-3805. The Maintenance Department will install the meter within 3 days after date of notice.
 - c. **Inspect and approve the sewer system connection.** Shelter Bay maintenance personnel must inspect and approve the connection to the community sewer system before the member may proceed with backfilling over the sewer line. The inspection of the sewer connection requires at least 24 hours advance notice to the Shelter Bay Office, 360-466-3805.
 - d. **Inspects and approves culvert and catch basin installations.** Notice must be given to the Shelter Bay Office, 360-466-3805 prior to installing culverts and catch basins for driveways and drainage systems. The maintenance personnel will evaluate the proposed installation as it fits into the overall community storm water/drainage system to determine if catch basins or other actions are required.
5. **Harbor Committee.** The Harbor Committee oversees the management and operation of the Shelter Bay Marina and Harbor areas. This includes the Shelter Bay Marina and all private docks and floats. The committee is responsible for safety, ease of navigation and environmental protection. All permit applications for dock work at private docks will be reviewed by the Harbor Committee for impacts on safe navigation, ease of maneuvering, impact on neighboring docks and slips and the overall management of Shelter Bay Harbor. The permit application will be reviewed for conformance with rules, regulations and policies governing Shelter Bay Marina and private docks. Permit applications approved by the Harbor Committee will be forwarded to the Building Committee which will then oversee the Harbor Committee approved dock work.
6. **Shoreline and Sensitive Areas (SSA).** Shoreline and sensitive areas include, but are not limited to, marine shorelines, improvements within the Shelter Bay Marina and Harbor areas including private docks, piers and floats, and geologic hazard areas characterized by steep slopes, sloped areas with erosion potential, or water inundated or saturated areas. Construction projects within SSA's are subject to the permitting requirements of the Swinomish Indian Tribal Community's Tribal Code on Environmental Protection of shoreline and sensitive areas. **Exhibit J** provides a brief outline of Tribal requirements.
7. **Building Committee Meetings.** The Shelter Bay Building Committee meets regularly on the first and third Tuesday of each month at 9:00 a.m. in the Community Offices. Committee meetings are open to Community members and other persons having business with building permit applicants. Interested parties are encouraged to attend.

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Section B. PERMIT SUBMITTAL REQUIREMENTS FOR NEW CONSTRUCTION

1. **New Construction Permit Application, Exhibit A.** Submit completed application to the Shelter Bay Community Office, 1000 Shoshone Drive, La Conner, WA 98257, together with the drawings and other requirements listed below. Only the Member, or his representative, designated in writing by the Member, can submit a permit application. A review of the submittal will be made during the next regular meeting of the Building Committee if received prior to the submittal deadline. Only single-family residences are permitted on lots in Shelter Bay, except on those parcels marked “reserved” on the survey plat.

It is recommended that Members, prospective builders, designers and contractors obtain a copy of these Construction Guidelines and communicate with the Building Committee early in the planning process to assure understanding of, and compliance with, the Declaration of Protective Covenants and other Board approved Rules and Regulations. Early coordination with the Building Committee should expedite the permit approval process.

2. **Request for Variance, Exhibit C.** The Protective Covenants, Rules and Regulations and these Guidelines establish appropriate standards for home building in order to protect the interests of the Community and its members. A completed **Request for Variance** from these construction standards will be considered by the Building Committee including building height limitations, building or structure setbacks, and fencing requirements. In such cases, the Committee will assess the impact of the proposed variance on the Community and neighboring properties, and may require written comments concerning the variance from nearby and affected homeowners.
3. **Survey Requirements.**
 - a. **A Field Survey**, performed by a Professional Land Surveyor licensed to practice in the State of Washington, is required to locate all property corners including points of curvature (POC), point of tangency (POT), and top of bank and riparian boundaries, as applicable. Property corners must be stamped with the surveyor’s registration number and marked with an identifying stake at each corner. If corners from a prior survey cannot be located, a re-survey is required to reestablish all missing corners.
 - b. **Plot Plan of the Survey**, prepared by the surveyor, shall be submitted at a scale no smaller than 1" = 20', showing the date of survey, identifying corner monuments with bearings and distances between corners, curve data, and all **existing improvements** including streets, utility manholes, telephone pedestals, fences, culverts, drainage ways, riparian boundaries and features. Slopes exceeding 40% (22°) shall be identified on the drawing with locally based elevations at top of bank and toe of slope.
4. **Construction Drawings.** All drawings shall be dimensioned, drawn to scale, and include:
 - a. **Site Plan** locating all proposed structures on the property including foundation walls, footings, walks, decks, setbacks, driveways, off-street parking, sheds, fences, solar panels (if free standing), other on-site structures, dry wells, retaining walls and changes to surface drainage. Roof drainage piping and foundation drains shall be located to the discharge point. Water and sewer service line stubs, heat pumps, and propane tanks shall also be shown. Indicate the tree line or whether the lot is wooded. Physical location of benchmark “X”, on original ground shall be shown. Identify any existing damaged or broken street pavement.

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2. **Project Specific Permit Forms** shall be used for the following Improvements:
 - Painting or Re-painting **Exhibit D**
 - Roofing or Re-roofing, **Exhibit E**
 - Fence Construction, **Exhibit F**
 - Propane or Heat Pump Installation, **Exhibit G**
 - Dock Changes, **Exhibit H**
3. **Request for Variance (Exhibit C)**

The Protective Covenants, Rules and Regulations and these Guidelines establish appropriate standards for home building in order to protect the interests of the Community and its members. A completed Request for Variance from construction standards will be considered by the Building Committee for exceeding the maximum building height, for building or structure setbacks, or for fencing requirements. In such cases, the Committee will assess the impact of the proposed variance on the Community and neighboring properties and may require written comments concerning the variance from nearby and affected homeowners.
4. **Survey Requirements**
 - a. **For major remodels** and alterations involving expansion of the original foundation footprint. All new foundations are subject to property line setback distances. A field survey is required to locate all property corners, unless all property corners previously set by a land surveyor are in place. Also, a Plot Plan prepared by a licensed Professional Land Surveyor showing location of current improvements on the property with respect to property lines will be required.
 - b. **For Fencing.** Fencing on property lines shall be along the line between surveyed property corners, unless otherwise approved by the Building Committee. If property corners cannot be found, they shall be re-established by a registered land surveyor before the fence permit application will be considered.
 - c. **Survey requirements may be waived**, depending upon project requirements and only at the discretion of the Building Committee. Permit applicants should obtain an opinion from the Building Committee, regarding a waiver of survey requirements, prior to submitting the application.
5. **Construction Drawing Requirements**
 - a. **Site Plan drawing for major remodels and additions**, shall indicate existing improvements and proposed additions, all demolition, and all existing features in the area of the work. New foundation drains and roof drainage piping shall be shown to the discharge point or to the connection with existing piping. Existing buried utilities shall be identified. All drawings shall be dimensioned and drawn to scale.
 - b. **Site Plan for new minor improvements** such as storage buildings, sheds, greenhouses, outbuildings, concrete slabs and walks. Proposed improvements must be shown to scale on a Site Plan, with setback distances shown for new and existing construction. One set of drawings shall be submitted to, and will be retained by, the Building Committee.
 - c. **Site Plan for replacement work**, including decks, patios, porches, and outbuildings shall be dimensioned and drawn to scale and shall show the relationship to property boundaries and existing improvements. This is a requirement even if the work is within the original constructed footprint. When the existing work to be replaced is in violation of setback distances, and no record of a previous permit exists, the Building Committee will judge whether the new work can be permitted through a variance, either in whole or in part.

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- d. **Building plans for major remodel projects**, additions and alterations shall consist of foundation plans, floor plans, elevations, cross sections and details, and shall include material descriptions and dimensions adequate to identify and locate all construction features. Structural and other drawings shall be prepared as necessary to obtain County and/or Tribal permits. Exterior colors shall be submitted for approval using the **Painting or Re-Painting Information Form (Page 2 of Exhibit D)**. Roofing materials shall be submitted for approval on **Roofing and Re-Roofing Information Form (Page 2 of Exhibit E)**. Four complete sets of drawings must be submitted for review and approval by the Building Committee. One set will be retained by the Committee. Three sets will be returned for use in obtaining any necessary County and/or Tribal construction permits.
 - e. **Building plans for minor improvements** shall include, at minimum, a foundation plan, a floor plan, and the elevations. Plans shall be drawn to scale and dimensioned, with materials called out on the drawing. One set of the building plans will be retained by the Committee.
6. **Permit Application for Fences, Exhibit F** shall include all information listed on the application form. The fence shall conform to the Construction Guidelines requirements in Section H, Paragraph 12. Survey requirements for fences are stated in Section C, Paragraph 4.b. If fence does not provide a solid visual screen, submit fence drawing and material description for approval.
 7. **Permit Application for Propane Tank Installation, Exhibit G.** *(Note: Propane and Heat Pump installations use the same permit application form.)* Propane tank installations shall conform to the Construction Guidelines Section H, Paragraph 9. Submittal shall include a drawing locating the tank in relationship to exterior wall openings, potential points of ignition (such as an air conditioning compressor), and distance from the lot lines. Small vertical tanks located next to an outside wall must be at a minimum of five feet (5') from any opening or operable window. Horizontal tanks under 500 gallons in water capacity must be at a minimum of ten feet (10') from the exterior building wall, a minimum of ten feet (10') from any ignition source and a minimum of ten feet (10') from any lot line of adjoining property which may be built upon. The drawing shall detail the visual screen for the propane tank.
 8. **Permit Application for Heat Pump Installation, Exhibit G.** *(Note: Propane and Heat Pump installations use the same permit application form.)* Heat pump installations shall conform to the Construction Guidelines requirements in Section H, Paragraph 10. The application shall include a drawing locating the heat pump and shall provide the manufacturer's literature indicating noise level. Details shall be provided for construction and finish of the visual screen required for the heat pump installation.
 9. **Permit applications for Painting or Re-Painting, Exhibit D** shall be submitted for approval with the Painting Information Form and the required color samples. Re-painting permits are required even though the new paint color is similar to or even the same as the existing color.
 10. **Permit applications for Roofing or Re-Roofing, Exhibit E.** Wood shingles and shakes are not permitted on new construction in Shelter Bay. If new roofing materials replace wood shakes and 50% or more of the roof covering of any building is replaced, then the entire roof must comply with the requirements for new construction. Roofing materials shall be concrete or cement tiles, metal, clay tile or composition (fiberglass/asphalt) shingles which comply with fire resistive requirements of Underwriters Laboratories (UL) 790 or American Society for Testing and Materials (ASTM) E-108. Any roofing material installed shall continue to meet the Class A fire resistive requirement for its expected service life. Submit a completed Roofing Information Form with the permit application for review and approval by the Building Committee. *(Res. 11-09, 4/20/11)*

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11. **Permit applications for Dock Change, Exhibit H.**
 - a. **Swinomish Indian Tribal Code, Title 19, Chapter 4**, applies to the remodeling or maintenance of dock structures in the Marina and Harbor areas including those in private ownership: **the Code states that** “no person shall commence any project.....without first obtaining a permit from the Department.” **Exempted** from this permit requirement are projects wherein “Maintenance or repair shall be limited to replacement or modification of no more than 20% of the area or value of a structure, whichever is greater, within any three year period, and shall not include changing the footprint or increasing the size of the original structure, or using different materials” unless approved by the Department. The **Exemption Letter Process** requires a determination from the Tribal Planning Department and the issuance of an exemption letter prior to any work being performed.
 - b. **Submit Permit Application for Dock Change Permit, Exhibit H**, to the Shelter Bay Office with three (3) sets of detailed plans showing the extent of proposed construction along with the Application for a Dock Change Permit for **review by the Harbor Committee**. Construction plans must be drawn to scale in plan view and cross section, with dimensions, material call out, connecting hardware and flotation specifications. One set of plans will be retained by the Harbor Committee. After review and approval of the Harbor Committee, the plans will be submitted to the Building Committee for review and approval.
 - c. The **Building Committee** will not issue a construction permit, or permit construction to begin, before receipt of an exemption letter, or the equivalent thereof, from the Tribal Planning Department. The Building Committee reserves the right to require that plans for the project be designed and stamped by a licensed registered engineer in Washington State. The Building Committee review and approval is limited to ensuring that construction is in accordance with the design drawings submitted. The Building Committee assumes no liability for the design or durability of the project.
12. **Submit Completion / Damage Deposit with application.** Amount of the deposit depends on the extent of the work. See the Board approved Fees and Fines Schedule for current rates.
13. **The Building Committee may issue a STOP WORK ORDER** and/or recommend that a FINE be levied on Members who perform construction projects prior to receiving an approved construction permit.

Section D. REVIEW AND APPROVAL OF CONSTRUCTION DRAWINGS

1. **Building Committee Review.** The Building Committee will review the permit and drawings submitted and note any features which do not comply with these Guidelines, the Rules and Regulations or the Protective Covenants. Variances will be considered for approval. The permit for construction will be approved if information submitted meets all requirements in these Guidelines, otherwise, conditional approval may be granted, or the permit may be denied. Submittals deemed incomplete will not be reviewed until all required information has been provided. Formal issuance of permit approval will be accompanied by information regarding water service, sewer service, and a Maintenance Department Inspection Form for culvert installations.
2. **Drawings Retained.** The Building Committee will retain one set of approved drawings and one copy of the survey Plot Plan for Shelter Bay Community records. **Each sheet of the approved drawings to be retained shall be signed by the applicant, indicating intent to build per plan, and by three Building Committee members.** The remaining sets will be stamped by the Committee and returned to the applicant for use in obtaining Tribal, County and/or other required permits.

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3. **Changes after Permit Issuance** must be submitted with revised drawings to the Building Committee for review and approval before any work is done. Changes will be considered at a regularly scheduled committee meeting.
4. **Appeal of Building Committee Decision.** If a Member/Applicant is unsatisfied with a decision rendered by the Committee, that party may, within 30 days of notice of the decision, request the Building Committee perform a Formal Committee Review of its decision. If the affected party and the Committee jointly decide to waive the Formal Review, the affected party may, within 30 days of notice of the initial decision, appeal directly to the Rules Committee. If the party is unsatisfied with the Rules Committee decision, that party may then appeal to the Board of Directors within 30 days of notice of the Rules Committee decision. The Board's decision is final for the Community.

Section E. TIME FOR COMPLETION

1. **Construction Period.**
 - a. If construction does not **begin within 90 days** of the Permit Application approval by the Building Committee, the project must be re-submitted to the Committee for re-approval.
 - b. **Completion.** Exterior construction and other exterior improvements, per the approved drawings, must be complete within one (1) year of the date of groundbreaking.
 - c. **Extension of Completion Period.** Extensions are not granted automatically. It may be necessary for the member/contractor to give priority to exterior work to meet the one year completion date. If the completion date cannot be met within one year, a written request to meet with the Building Committee shall be submitted one month prior to the approved completion date. The written request shall include the reasons for missing the completion date and the new completion date.
 - d. **Failure to meet completion date** may result in a **FINE**.
2. **Completion/damage deposit** will be returned after satisfactory completion and final inspection of exterior construction including the exterior finish, driveways, walkways, decks and railings, removal of construction debris, downspout and surface water drainage features, water and sewer connections, less the cost to the Community for the repair of any damage to culverts, road asphalt or adjacent property, including greenbelts, incurred during construction and the replacement of property corners destroyed during excavation.

Section F. GENERAL CONSTRUCTION REQUIREMENTS

1. **Construction Inspections by Building Committee.** The Builder is responsible for obtaining, in a timely manner, the inspections set forth in the Construction Inspection Form, **an original of which must be posted at the job site.** Call the Shelter Bay Office to schedule inspections. Failure to schedule and obtain inspections can result in a Stop Work Order and the recommendation to levy a Fine. **The construction inspection form must be returned to the Building Committee when requesting final project approval and refund of construction deposit.**
2. **On-Site Toilet.** Contractor must provide and maintain an on-site portable toilet meeting the requirements of the Washington State Safety and Health Code.
3. **Locate Underground Utilities.** Existing underground utilities (water, sewer, electrical, telephone, television, etc.) must be located prior to performing any site excavation.
Call 1-800-424-5555 – UNDERGROUND LOCATE NUMBER.

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4. Contractor shall **notify** Shelter Bay Office of the **date of groundbreaking**.
5. With permission of the Building Committee, **motor homes or trailers** may be placed at the construction site to be used for temporary living quarters during construction (Exhibit I). During such temporary use, the Shelter Bay Protective Covenants and General Rules and Regulations, including those concerning drainage and sewerage, shall be observed. The unit shall allow for off-street parking during construction.
6. A permit, issued by the Building Committee, is required for **living aboard a vessel during construction**. (*Res. 11-10, 4/20/11*)
7. **Temporary Structures**. No structure of a temporary character, such as a tent, shack, lean to, or any similar structure shall be placed on any lot at any time, except under a temporary written permit, which may be granted with specific time limitations of such use at the discretion of the Building Committee.
8. **Work Hours and Noise Constraints**. There shall be no construction at the building site before 7:30 a.m. or after 6:00 p.m. each day of the week. No excavating or the use of heavy or noisy machinery shall occur on Sunday without the prior written approval of the Shelter Bay Community Manager. The builder shall not permit loud radios at the construction site. Pets brought to a building site must be leashed or confined in a vehicle.
9. **One contractor sign** only, not larger than 2' x 2', attached to the structure or on a post not closer than fifteen feet (15') from the edge of the road or within ten feet (10') of side property line, will be allowed. Sign shall be removed upon the completion of construction.

Section G. SITE CLEARING, EXCAVATION AND BACKFILL

1. **Site Work**. No earthwork, clearing or cutting on wooded lots is allowed until the building outline is staked, clearing limits are flagged, and the site is inspected and approved by the Building Committee. The location of Benchmark "X" shall be marked along the foundation perimeter. Please notify the Office when ready for this inspection.
2. **Clearing and Disposal**. All trees can be removed within the footprint of the house, garage, outbuildings, driveway, and within ten feet (10') of the exterior walls. Trees outside this zone cannot be removed without prior approval by the Building Committee. All trees, brush, slash and construction debris must be removed from Shelter Bay. There shall be no burning of any kind in Shelter Bay. Trash is not allowed on neighboring sites, roads, greenbelts or other Shelter Bay property. Cleanout of concrete trucks must be confined to the construction site. Construction sites must be cleaned up weekly. Roadways shall be kept clean during construction.
3. **Siltation Control Required**. Builders/members/contractors are required to **protect Community drainage ditches** and adjoining property from siltation during construction using fences of sedimentation control fabric, hay or straw bales, or other approved materials.
4. **Drainage ditches** shall remain operational throughout the construction period and must be restored to original condition after construction.
5. All **cut fill slopes** shall be stabilized with plantings and/or suitable materials to prevent erosion. Fill slopes and back slopes resulting from excavation, shall not exceed 3:1 and slopes greater than four feet (4') in height shall be terraced. Retaining walls greater than four feet (4') in height shall be designed, or approved, by a professional engineer. Plans must be submitted for approval of the Building Committee indicating how cuts and fills adjacent to neighboring lots or greenbelts are to be stabilized.

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6. **Perimeter foundations** for all residential and garage construction shall include full continuous poured concrete footings and foundation walls, or continuous poured concrete footings with concrete block foundation walls, cemented over to give the appearance of a continuous poured foundation. Portions of buildings may be supported by columns on hillside lots if foundations are designed and sealed by licensed structural engineers. Precast or poured in place footings may be used for deck supports, small structures, and sheds. Pole buildings used for carports and storage using a tiered footing design will be considered for approval by the Committee provided footings have been designed by a licensed structural engineer.

Section H. CONSTRUCTION CRITERIA

1. **Setbacks.** No portion of any structure shall be located on any lot nearer than twenty-five feet (25') from street lot lines nor nearer than ten feet (10') from any other lot line. Corner lots require a twenty-five foot (25') setback from each street side lot line.
 - a. In Division 1, where ownership is fee simple, the County setback requirement of twenty five feet (25') for the rear yard setback shall apply from the rear lot line to any structure.
 - b. In Division 2, for lots fronting on the Swinomish Channel or the waterways connected thereto, no portion of any building or structure shall be located farther than one hundred feet (100') from the street lot line.
 - c. In Division 5, no portion of a building or structure shall be located closer than twenty feet (20') to the staking line fronting the Swinomish Channel or waterways connected thereto.
 - d. Setbacks are measured from the exterior side of the perimeter foundation wall. If elevated decks, or any other structures, protrude past the exterior wall, the setback shall be measured from those structures to the lot line. Upon approval by the Building Committee, low level decks or patios, without railings, and no higher than 18" above the normal ground level at the point of attachment to the house, and not higher than 30" above grade at the deck perimeter, may be extended into the setback area.
 - e. Eaves, including gutters, may not extend more than 2' 6" into the setback.
 - f. When one residence is being constructed on two adjacent lots under the same ownership, setback and utility and drainage easements with respect to the common lot line may be deleted upon a variance request contained in the permit application.
 - g. Variances from these setbacks will be allowed only upon written permission from the Building Committee.
2. **Benchmarks "X" and "Y.** Benchmark "X" is the highest point of original ground along the perimeter foundation wall, and is the point from which maximum building height is measured. Benchmark "X" is always at original ground level, before filling or excavation.
 - a. It is recognized that during construction Benchmark "X" will probably be obliterated; therefore, prior to disturbing the original grade by clearing operations, the elevation at "X" will be transferred to Benchmark "Y" by the Building Committee where it will not be affected by construction, and the difference between "X" and "Y" will be noted on the Site Plan. Compliance with the building height limitation can therefore be checked at any time using Benchmark "Y". Refer to Required Inspections for establishing Benchmark "Y".
 - b. For lots fronting on the Swinomish Channel, or the waterways connected thereto, Benchmark "X" shall be selected by the Building Committee, and shall be a marked point on the centerline of the road serving the lot.
3. **Building Height Limits.** Building Height shall not exceed a maximum height of fifteen feet (15') above elevation "X", except as provided for in the Declaration of Protective Covenants for Division 5. Variances for building height may be granted by the Building Committee in certain areas, but only after full consideration of view infringement on neighboring properties.

Shelter Bay Building Construction Guidelines

4. **Garages, Carports, and Parking.** Space for a garage or carport shall be included in the construction drawings and plot plan for every new residence. A totally enclosed garage need not be attached to the house. Carports must be attached to the house and connected to it by a roof. At least two sides of a carport must be enclosed. The house wall contiguous to the carport may constitute one of the enclosed sides. The design and appearance of the garage or carport must be compatible with the house in appearance.
5. **Off-Street Parking.** At least two off-street parking spaces, in addition to those in a garage or carport, must be provided for each single-family residence. Driveways serving a single-family residence must be no less than twenty-five feet (25') in length from street lot line to structure.
6. **Road Damage.** Damage to road surfaces, ditches or drainage features during construction shall be repaired at the expense of the Member. Members are advised to document the condition of roads, ditches and related existing features prior to construction, noting any existing damage on the Site Plan submitted with the Application for a Construction Permit. Members will be held responsible for road damage due to construction.
7. **Drainage.** No change in the natural drainage during new construction shall be made without prior approval of the Building Committee. Roof and lot drainage must be planned and directed to existing drainage ditches. Drainage onto adjacent lots is prohibited. If it is found to be necessary to drain roof or lots onto a greenbelt, permission from the Greenbelt Committee and Shelter Bay Community Manager must be obtained as part of the original permit process. Roof, ground, perimeter or surface drainage shall not be connected to the sanitary sewer system.
8. **Driveways and Culverts.** On those lots where driveway culverts are necessary, the culverts and associated gravel must be installed before construction is started. Culverts must be of an approved material 12" minimum in diameter (unless a smaller size is approved by the Shelter Bay Maintenance Department) and installed at a sufficient depth so as not to impede the flow of water or sustain damage from vehicular traffic. The slope of the culvert shall match the slope of the ditch in which it is laid.

Where lots slope downward toward the street, provisions shall be made to divert runoff from walks and driveways into the near drainage ditch by a berm on the surface, or by forming a drainage channel, or other approved means, so that water will not cross the street.

9. **Propane Tanks.** Propane tanks must be installed in accordance with applicable National and State Codes, as enforced by Swinomish Tribe and Skagit County code officials. These codes regulate the distance of the propane tank from buildings, the location and direction of pressure-relief discharges, and other technical requirements. The member is responsible for obtaining Tribal and/or County permits for the propane tank installation. Shelter Bay requires that no portion of a fuel tank be installed closer than ten feet (10') from any street and not less than ten feet (10') from other property lines. *(BOD Correction 6/16/10)*

No propane tank shall be maintained above ground unless properly screened in a manner acceptable to the Building Committee. Screening shall completely enclose all tanks so that they are not visible from any street or adjacent property or from homes overlooking the tanks. Screening shall be solid and extend 8" above the filler cover. The screening material shall be finished to match the existing building color.

Shelter Bay Building Construction Guidelines

10. **Heat Pumps.** If planning the installation of a heat pump, care must be taken to ensure that the noise level generated by the heat pump does not exceed 45 decibels at any one point along the perimeter of the lot. The Washington Administrative Code (WAC) 173-60-040 establishes this maximum noise level. A visual screen shall be maintained around all heat pumps, finished to match adjacent construction in a manner acceptable to the Building Committee. Heat pumps shall be located on the site plan when proposed for new construction.
11. **Solar Panels.**
 - a. Solar energy units consisting of flat plate systems or evacuated tube systems may be installed on the Member's property provided that:
 - 1) Health and safety standards and requirements imposed by state and local permitting authorities are met,
 - 2) If used to heat water, the solar panels units, and the unit installation, must be certified by the solar rating certification corporation or another nationally recognized certification agency, and
 - 3) If used to produce electricity, solar panels and the system installation shall meet performance standards established by the National Electrical Code (NEC), the Institute of Electrical and Electronics Engineers, accredited testing agencies, such as the Underwriters Laboratories, and, where applicable, rules of the Washington State Utilities and Transportation Commission (WUTC) regarding safety and reliability.
 - b. Solar energy panels may be attached to sloping roofs provided that units are installed parallel to the roof surface and to the ridgeline of the roof. The panel installation shall not exceed the maximum permitted height of the building. Support brackets, frames, piping and wiring shall all be painted to match the roof surface. All piping and conduits running down exterior walls shall be painted to match the adjacent surface.
 - c. Ground-mounted solar panels may be permitted within fenced yards, but placement shall conform to current setback requirements for structures, and no part of the panel installation shall exceed six feet (6') in height above the ground.
 - d. Construction Permit Required. Homeowners considering the use of solar energy panels shall submit four (4) sets of system drawings and calculations to the Building Committee for review and approval. If the proposed installation meets the above requirements and any related Shelter Bay Community guidelines, the Committee will sign and return 3 sets of "approved" plans to the Member who is responsible to obtain all other required permits (Tribal, County, and/or State).
12. **Fences.** Fences shall be set back fifteen feet (15') from street lot lines. On sloping ground, fences may be a stepped design, or may parallel the ground. Maximum fence height shall be six feet (6') above natural ground, except that a three inch (3") post cap may extend above fence height. Fence design and materials shall be submitted with the construction permit application. The finished side of the fence shall face adjacent property. Fences shall be of wood, stone, brick or other acceptable material and be of a color that is harmonious with the surroundings. Chain link fences are allowed ONLY by approval of the Building Committee.
 - a. On lots fronting the Swinomish Channel or waterways connected thereto, fences shall be set back twenty five feet (25') from the top of the bank, as well as fifteen feet (15') from street lot lines.
 - b. Fences on property lines shall be constructed along the line between surveyed property corners, unless otherwise approved by the Building Committee.
 - c. Variances from these fencing requirements will be allowed only upon written permission from the Building Committee.

Shelter Bay Building Construction Guidelines

13. **Roofing.** Wood Roofing of any sort, including wood shingles and wood shakes, is prohibited in new construction. If 50% of the roof covering of any building is repaired or replaced, then the entire roof covering must comply with the requirement for new structures. All roofing materials used for new structures and all replacement roofing materials shall comply with the requirements in Section B, Paragraph 6, Roofing Materials. *(Res. 11-09, 4/20/11)*

14. **Exterior Lighting – New Construction.** Lighting should use the lowest wattage bulbs needed to cover the area. Spot and floodlights must be shielded to restrict them to the member's property. Yard lighting should be low wattage lighting. Motion sensor or timer lighting should be used wherever possible. Additional lighting installed after building completion and deposit return must be approved by the Lot Committee.

All lighting fixtures on docks, floats and piers shall be low level, louvered, low wattage type fixtures. No floodlighting is allowed.

15. **Installation of Standard House Number Signs.** Each resident is required to purchase and install a standard house number sign. The sign is white with blue reflective numbers and may be acquired from Mortenson Signs (360-424-5099). This sign should be installed so as to easily be seen from the street by emergency response vehicles.

Shelter Bay Building Construction Guidelines

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shelter bay community, inc.

1000 Shoshone Drive • La Conner, WA 98257 • 360-466-3805

For Office Use Only

Applicant is a member
in good standing

Initials _____

Date _____

APPLICATION FOR SHELTER BAY CONSTRUCTION PERMIT For New Construction

Lot No:	Street:	Date:
Member/Applicant:	Mailing Address:	Telephone Numbers: Day: Evening:
Contractor/Builder:	Mailing Address:	Telephone Numbers: Day: Evening:
Architect/Designer:	Mailing Address:	Telephone Numbers: Day: Evening:

Member and Contractor state that they have reviewed the requirements of the Construction Guidelines and have prepared this Permit Application in accordance with the Submittal Requirements. Requests for variances, if any, shall be made on the form provided at Exhibit C.

Approval of this Permit Application requires that groundbreaking occurs within 90 days of permit approval unless a request for extension is applied for and approved by the Building Committee. The construction period begins on the date of groundbreaking, and the time for project exterior completion is one year from the date of groundbreaking.

Contractor is required to notify the Shelter Bay Office – 360-466-3805 – at least 2 days prior to any required Building Committee inspections. If construction does not conform to the documents submitted with the Permit Application, a Stop Work Order may be issued and this Permit may be revoked. Evidence of required Swinomish Indian Tribe Permits and inspections, as well as Building Committee inspections, must be posted on the jobsite in a suitable location, and protected during the period of construction.

Completion/Damage Deposit is attached in the amount of \$_____. (See the Board approved Fees and Fines Schedule for current rates.)

The Member is ultimately responsible for the performance of construction by his/her contractor, in accordance with the Shelter Bay Construction Guidelines. Member hereby understands and agrees that any fines for non-compliance with the Construction Guidelines, subsequent costs to bring the project into compliance, and any costs to repair damages to existing Shelter Bay improvements (except those noted prior to construction), caused by the Contractor or his subcontractors during the performance of this project, shall be borne by the Member and paid to Shelter Bay prior to final approval of the project by the Building Committee.

Member hereby designates _____ to act on his behalf to obtain an approved Permit for this project.

Signed _____, Member Date _____

The Building Committee meets the 1st and 3rd Tuesday of every month at 9:00 a.m. in the Clubhouse. Applications must be in by 5:00 p.m. on the Friday before the week of the meeting in order to be placed on the Agenda.

Approval by Building Committee

This permit becomes valid upon the signature of four (4) members of the Building Committee.

PERMIT APPLICATION APPROVAL:

Date: _____



shelter bay community, inc.

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REQUIRED CONSTRUCTION INSPECTIONS

Lot No:	Street:	Date:
Member/Builder:		Phone Numbers:

Date permit approved: _____ by County/Tribe _____ Deposit Paid: \$_____

The Member (or Builder if acting on member's behalf) is responsible for obtaining the following inspections. Please call Shelter Bay Community Office (360-466-3805) 24 hours in advance (weekdays) when ready for each inspection.

#	Item	Inspected by	Date
1	Toilet facility installed on site.		
2	Before Clearing and Excavation Building corners are staked and setback distances confirmed. Location of "X" is marked on original ground. Building Committee transfers elevation from BM "X" to BM "Y" Vertical difference between "X" and "Y" = +/-		
3	Date of Groundbreaking:		
4	Foundation Wall Setback Check: Following completion of forms, but before concrete is poured.		
5	Drainage – prior to backfilling: Confirm roof and footing drainage to disposal point and not connected to sewer.		
6	Ridge Height Check: Following construction of ridge structure, to verify ridge height limits.		
7	Driveway Drainage: Verify surface drainage is directed to ditch or drywell.		
8	Culvert & Sewer Hookup: Verify inspection and approval by Shelter Bay Maintenance		
9	Final Inspection: Building exterior complete, with approved paint/trim colors? Exterior walks, driveway, decks complete per plans? Downspouts to titeline or splashblock? Lot is clean of construction materials and debris? Verify survey corners exist. Corners lost to construction must be replaced by Surveyor or from reference points. Any damage to asphalt, ditches or greenbelt? If retaining wall needed, is it complete? Screening complete for propane tank(s) or heat pump? Blue house number prominently displayed?		

Building Committee Signatures (4):

Final Approval/Deposit Return Date: _____

Copy to Member

Copy to Folder



shelter bay community, inc.

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For Office Use Only

Applicant is a member
in good standing

Initials _____ Date _____

APPLICATION FOR SHELTER BAY CONSTRUCTION PERMIT for Remodeling and Other Improvements

Lot No:	Street:	Date:
Member/Applicant:	Mailing Address:	Telephone Numbers: Day: Evening:
Contractor /Builder:	Mailing Address:	Telephone Numbers: Day: Evening:

Project Description:

Member and Contractor state that they have reviewed the requirements of the Construction Guidelines and have prepared this Permit Application in accordance with the Submittal Requirements. Requests for variances, if any, shall be made on the form provided at Exhibit C.

Approval of this Permit Application requires that groundbreaking occurs within 90 days of permit approval unless a request for extension is applied for and approved by the Building Committee. The construction period begins on the date of groundbreaking, and the time for project exterior completion is one year from the date of groundbreaking.

Contractor is required to notify the Shelter Bay Office – 360-466-3805 – at least 2 days prior to any required Building Committee inspections. If construction does not conform to the documents submitted with the Permit Application, a Stop Work Order may be issued and this Permit may be revoked. Evidence of required Swinomish Indian Tribe Permits and inspections, as well as Building Committee inspections, must be posted on the jobsite in a suitable location, and protected during the period of construction.

Completion/Damage Deposit is attached in the amount of \$_____. (See the Board approved Fees and Fines Schedule for current rates.)

The Member is ultimately responsible for the performance of construction by his/her contractor, in accordance with the Shelter Bay Construction Guidelines. Member hereby understands and agrees that any fines for non-compliance with the Construction Guidelines, subsequent costs to bring the project into compliance, and any costs to repair damages to existing Shelter Bay improvements (except those noted prior to construction), caused by the Contractor or his subcontractors during the performance of this project, shall be borne by the Member and paid to Shelter Bay prior to final approval of the project by the Building Committee.

Member hereby designates _____ to act on my behalf to obtain an approved permit for this project.

Signed _____, Member Date _____

The Building Committee meets the 1st and 3rd Tuesday of every month at 9:00 a.m. in the Clubhouse. Applications must be in by 5:00 p.m. on the Friday before the week of the meeting in order to be placed on the Agenda.

Approval by Building Committee

This permit becomes valid upon the signature of four (4) members of the Building Committee.

PERMIT APPLICATION APPROVAL:

_____	_____
_____	_____
	Date: _____



shelter bay community, inc.

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REQUIRED CONSTRUCTION INSPECTIONS

Lot No:	Street:	Date:
Member/Builder:		Phone Numbers:

Date permit approved: _____ by County/Tribe _____ Deposit Paid: \$ _____

The Member (or Builder if acting on member's behalf) is responsible for obtaining the following inspections. Please call Shelter Bay Community Office (360-466-3805) 24 hours in advance (weekdays) when ready for each inspection.

#	Item	Inspected by	Date
1	Toilet facility installed on site.		
2	Before Clearing and Excavation Building corners are staked and setback distances confirmed. Location of "X" is marked on original ground. Building Committee transfers elevation from "X" to BM "Y" Vertical difference between "X" and "Y" = +/-		
3	Date of Groundbreaking:		
4	Foundation Wall Setback Check: Following completion of forms, but before concrete is poured.		
5	Drainage – prior to backfilling: Confirm roof and footing drainage to disposal point and not connected to sewer.		
6	Ridge Height Check: Following construction of ridge structure, to verify ridge height limits.		
7	Driveway Drainage: Verify surface drainage is directed to ditch or drywell.		
8	Culvert & Sewer Hookup: Verify inspection and approval by Shelter Bay Maintenance		
9	Final Inspection: Building exterior complete, with approved paint/trim colors? Exterior walks, driveway, decks complete per plans? Downspouts to titeline or splashblock? Lot is clean of construction materials and debris? Verify survey corners exist. Corners lost to construction must be replaced by Surveyor or from reference points. Any damage to asphalt, ditches or greenbelt? If retaining wall needed, is it complete? Screening complete for propane tank(s) or heat pump? Blue house number prominently displayed?		

Building Committee Signatures (4):

Final Approval/Deposit Return Date: _____

Copy to Member

Copy to Folder



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CONSTRUCTION PERMIT APPLICATION CHECKLIST FOR BUILDING COMMITTEE USE

Lot No:	Street:	Received:
Living Area Square Footage:	Garage Area Square Footage:	Other Area Square Footage:

NEW CONSTRUCTION		IMPROVEMENTS	
Survey Plot Plan		Exterior Painting	
Are slopes exceeding 40% (4' in 10') shown on plot plan?		Painting Permit Application completed? Front & Back?	
Are existing improvements shown?		Are paint samples adequate? Need larger or in-field?	
Setbacks		Are colors compatible with neighborhood?	
25' Street Side	10' Other Sides	Are wall colors compatible with roofing?	
If Division 1 – Rear Yard Setback 25'		Fencing	
Divisions 1 to 4 – 100' Maximum to Waterside Structures		If along property line, are property corners located?	
Division 5 – 20' Minimum to Staking Line		Survey requirement waived?	
If Low Deck into the Setback, 18" Maximum @ Building		Fencing Permit Application completed? Front & Back?	
Site Plan (must show these details)		Sheds and Out Buildings	
Roof and Footing Drains in Titeline to Ditch?		If this is a large building, the Committee may treat this project as new construction, requiring an Application	
If no ditch, where do footing drains lead?		Plans show size and height at peak?	
If roof drains to surface, will water disburse?		Are all setback requirements met?	
If drains to Greenbelt, need GB and Manager approval?		If Division 1 is Rear Yard Setback 25'	
Is natural drainage of area affected?		If Paint differs from house, Painting Permit submitted?	
Is culvert required at driveway?		If Roof differs from house, Roofing Permit submitted?	
Are walk and driveway materials shown?		If Shed on fence line, fence height cannot be exceeded and maximum roof height = 7' with 5' clear to house	
Are there 2 10' x 20' off-street parking spaces		Roofing or Re-roofing	
Is any damage to road asphalt noted?		Roofing Permit Application completed?	
Is location of any propane tank or heat pump shown with offset met and screening shown?		Are roofing materials and color acceptable?	
If heating with boiler, advise Maintenance.		Propane Tank Installation	
Is driveway drainage diverted to ditch?		125 Gallons or less - 5' to any opening?	
If yard slope is < 4' in 10', retaining wall required?		10' to any ignition point?	
Foundation/Floor Plans		125-150 Gallons - 10' to house?	
Is foundation / footing wall continuous?		10' to any adjoining lot?	
Is Benchmark "X" location shown on floor plan?		10' to any ignition point	
Is eave overhang more than 2'6"		Is required screening shown?	
Does floor area without garage exceed 900 square feet?		List any variances granted:	
Elevations		Checklist completed by:	
Is location of "X" shown on drawing?			
If elevation of "X" = 0', Main floor elevation =			
Height from main floor to ridge			
Maximum allowable ridge height above "X"			
Field Visit Check		For Building Committee	
Have all property corners been located?		Date	
Is building outline staked?			
Check front and side yard setbacks?			
If wooded lot, is limit of tree cutting flagged?			
Is the location of Benchmark "X" marked?			

This Form to be Attached to the Construction Permit Application.

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shelter bay community, inc.

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For Office Use Only

Applicant is a member
in good standing

Initials Date

REQUEST FOR VARIANCE

Lot No:	Street:	Date:
Member/Applicant:	Mailing Address:	Telephone Numbers: Day: Evening:
Contractor/Builder:	Mailing Address:	Telephone Numbers: Day: Evening:
Architect/Designer:	Mailing Address:	Telephone Numbers: Day: Evening:

I request the Building Committee consider granting a variance for:

- Building Height
- Front/Back or Side Setback(s)
- Fencing
- Other _____

The reason I believe a variance should be granted for this item is:

Signed _____, Applicant Date _____

The Building Committee meets the 1st and 3rd Tuesday of every month at 9:00 a.m. in the Clubhouse. Applications must be in by 5:00 p.m. on the Friday before the week of the meeting in order to be placed on the Agenda.

FOR BUILDING COMMITTEE USE

- Variance Approved Variance Denied

The Building Committee approved / denied this Request for Variance due to the following:

Building Committee Chair _____ Date _____

(this page intentionally left blank)



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Applicant is a member
in good standing

Initials

Date

APPLICATION FOR SHELTER BAY CONSTRUCTION PERMIT for Exterior Painting or Repainting

Lot No:	Street:	Date:
Member/Applicant:	Mailing Address:	Telephone Numbers: Day: Evening:
Paint Contractor:	Mailing Address:	Telephone Numbers: Day: Evening:

What building or other work will be painted: _____

**Complete the reverse side of this Permit Application and
attach paint chips or color samples for main color(s) and for trim.**

Member and Contractor state that they have reviewed the requirements of the Construction Guidelines and have prepared this Permit Application in accordance with the Submittal Requirements.

This Permit will be revoked if painting does not begin within 90 days of approval, or if finish colors are different than those approved under this Permit. The painting project must be completed within one year from the date of this permit approval.

Completion/Damage Deposit is attached in the amount of \$_____. (See the Board approved Fees and Fines Schedule for current rates.)

The Member is ultimately responsible for the performance of work by his/her contractor, in accordance with the Shelter Bay Construction Guidelines. Member hereby understands and agrees that any fines for non-compliance with the Construction Guidelines, subsequent costs to bring the project into compliance, and any costs to repair damages to existing Shelter Bay improvements (except those noted prior to construction), caused by the Contractor or his subcontractors during the performance of this project, shall be borne by the Member and paid to Shelter Bay prior to final approval of the project by the Building Committee.

Member hereby designates _____ to act on my behalf to obtain an approved permit for this project. **Please complete the reverse side of this application.**

Signed _____, Member Date _____

The Building Committee meets the 1st and 3rd Tuesday of every month at 9:00 a.m. in the Clubhouse. Applications must be in by 5:00 p.m. on the Friday before the week of the meeting in order to be placed on the Agenda.

Approval by Building Committee

This permit becomes valid upon the signature of four (4) members of the Building Committee.

PERMIT APPLICATION APPROVAL

FINAL PROJECT APPROVAL

Date: _____

Date: _____

**APPLICATION FOR SHELTER BAY CONSTRUCTION PERMIT
for Exterior Painting or Repainting
Page 2 – Information Form**

According to the Declaration of Protective Covenants, the standard for exterior colors in Shelter Bay is a “harmonious color scheme.” There is not a list of “disapproved” colors; however, it is best to keep the colors subdued. The Building Committee is empowered to reject the submitted colors and require you to resubmit alternative colors for Committee consideration and approval.

In the space below, please attach paint chips or samples for the exterior wall and trim colors for each color proposed, along with the **brand** of paint, color **name**, and color **number**.

Main Exterior Paint Color	Trim Color	Other
----------------------------------	-------------------	--------------

If paint chips are not submitted, provide 4" x 4" paint samples on hardboard or other appropriate material and present to the Building Committee for approval.

The Committee may, at its discretion, request additional information before permit approval.

During its review, the Building Committee may request Member to provide a larger paint sample, on appropriate material, or on the building wall, for a more visual representation of the final color before permit approval.

If there is any change of paint colors proposed prior to the final painting, a revised Permit Application must be submitted, with color chips to the Building Committee.

Painting a color different than that approved can result in a fine and/or requirement to re-paint to the approved color.

Building Committee Comments: _____



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For Office Use Only	
Applicant is a member in good standing	
_____	_____
Initials	Date

APPLICATION FOR SHELTER BAY CONSTRUCTION PERMIT for Roofing or Reroofing

Lot No:	Street:	Date:
Member/Applicant:	Mailing Address:	Telephone Numbers: Day: Evening:
Roofing Contractor:	Mailing Address:	Telephone Numbers: Day: Evening:

On what buildings will the roofing work be done: _____

Complete the reverse side of this Permit Application and provide the information as requested.

Member and Contractor state that they have reviewed the requirements of the Construction Guidelines and have prepared this Permit Application in accordance with the Submittal Requirements.

This Permit will be revoked if roofing does not begin within 90 days of approval, or if finish colors or roofing materials are different than those approved under this Permit. The roofing project must be completed within one year from the date of this permit approval.

Completion/Damage Deposit is attached in the amount of \$ _____. (See the Board approved Fees and Fines Schedule for current rates.)

The Member is ultimately responsible for the performance of work by his/her contractor, in accordance with the Shelter Bay Construction Guidelines. Member hereby understands and agrees that any fines for non-compliance with the Construction Guidelines, subsequent costs to bring the project into compliance, and any costs to repair damages to existing Shelter Bay improvements (except those noted prior to construction), caused by the Contractor or his subcontractors during the performance of this project, shall be borne by the Member and paid to Shelter Bay prior to final approval of the project by the Building Committee.

Member hereby designates _____ to act on my behalf to obtain an approved permit for this project. **Please complete the reverse side of this application.**

Signed _____, Member Date _____

The Building Committee meets the 1st and 3rd Tuesday of every month at 9:00 a.m. in the Clubhouse. Applications must be in by 5:00 p.m. on the Friday before the week of the meeting in order to be placed on the Agenda.

Approval by Building Committee

This permit becomes valid upon the signature of four (4) members of the Building Committee.

PERMIT APPLICATION APPROVAL

FINAL PROJECT APPROVAL

Date: _____

Date: _____

**APPLICATION FOR SHELTER BAY CONSTRUCTION PERMIT
for Roofing or Reroofing
Page 2 – Information Form**

According to the Declaration of Protective Covenants, the standard for exterior colors in Shelter Bay is a “harmonious color scheme.” There is not a list of “disapproved” colors; however, it is best to keep the colors subdued. The Building Committee is empowered to reject the submitted colors and require you to resubmit alternative colors for Committee consideration and approval.

Wood shingles and shakes are not permitted on new construction in Shelter Bay. If new roofing materials replace wood shakes and 50% or more of the roof covering of any building is replaced, then the entire roof must comply with the requirements for new construction. Roofing materials shall be concrete or cement tiles, metal, clay tile or composition (fiberglass/asphalt) shingles which comply with fire resistive requirements of Underwriters Laboratories (UL) 790 or American Society for Testing and Materials (ASTM) E-108. Any roofing material installed shall continue to meet the Class A fire resistive requirement for its expected service life. *(Res. 11-09, 4/20/11)*

Provide the following manufacturer’s information:

Manufacturer’s name and roofing color on color chart. Alternatively, submit a small sample of the roofing material.

Describe roof covering material and provide the manufacturer’s stated fire resistive rating:

For metal roofs, describe substructure which meets Class A Roofing System requirements:

If there is any change roofing material or color from that which is submitted for permit approval, a revised Permit Application must be submitted to the Building Committee.

Building Committee Comments: _____



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For Office Use Only	
Applicant is a member in good standing	
_____	_____
Initials	Date

APPLICATION FOR SHELTER BAY CONSTRUCTION PERMIT for Fencing

Lot No:	Street:	Date:
Member/Applicant:	Mailing Address:	Telephone Numbers: Day: Evening:
Fencing Contractor:	Mailing Address:	Telephone Numbers: Day: Evening:

Project Description: _____

Attach a site plan locating the proposed fence and any existing fences on the property. If a variance is requested, please complete the Request for Variance as provided at Exhibit C.

Complete the reverse side of this Permit Application and provide the information as requested.

Member and Contractor state that they have reviewed the requirements of the Construction Guidelines and have prepared this Permit Application in accordance with the Submittal Requirements.

This Permit will be revoked if fence construction does not begin within 90 days of approval, or if construction does not conform to the construction drawings as submitted. The fencing project must be completed within one year from the date of this permit approval.

Completion/Damage Deposit is attached in the amount of \$_____. (See the Board approved Fees and Fines Schedule for current rates.)

The Member is ultimately responsible for the performance of work by his/her contractor, in accordance with the Shelter Bay Construction Guidelines. Member hereby understands and agrees that any fines for non-compliance with the Construction Guidelines, subsequent costs to bring the project into compliance, and any costs to repair damages to existing Shelter Bay improvements (except those noted prior to construction), caused by the Contractor or his subcontractors during the performance of this project, shall be borne by the Member and paid to Shelter Bay prior to final approval of the project by the Building Committee.

Member hereby designates _____ to act on my behalf to obtain an approved permit for this project. Please complete the reverse side of this application.

Signed _____, Member Date _____

The Building Committee meets the 1st and 3rd Tuesday of every month at 9:00 a.m. in the Clubhouse. Applications must be in by 5:00 p.m. on the Friday before the week of the meeting in order to be placed on the Agenda.

Approval by Building Committee

This permit becomes valid upon the signature of four (4) members of the Building Committee.

PERMIT APPLICATION APPROVAL

FINAL PROJECT APPROVAL

Date: _____

Date: _____

**APPLICATION FOR SHELTER BAY CONSTRUCTION PERMIT
for Fencing
Page 2 – Information Form**

According to the Declaration of Protective Covenants, the standard for exterior colors in Shelter Bay is a “harmonious color scheme.” There is not a list of “disapproved” colors; however, it is best to keep the colors subdued. The Building Committee is empowered to reject the submitted colors and require you to resubmit alternative colors for Committee consideration and approval.

Is the fence designed to run parallel to the ground? _____, or is it a horizontal, stepped design? _____

If fence does not provide a visual solid screen, attach drawing of fence as proposed.

Does fence exceed a height of 6’ above ground at any point? _____

If post caps are used, does the post and post cap exceed 6’3” above natural ground? _____

Description of fencing material. _____

Post size and material. _____ Anchored in concrete? _____

Will the finish be natural, paint or other? _____

If painted, will it match the building color? _____ Provide a 4” x 4” color sample with this Form. (Rev 6-16-10)

Will the “finished” side of fence face outward toward neighboring properties? _____

Is the fence setback a minimum of 15’ from any street property lines? _____

If the rear lot line is a water boundary, is the fence set back 25’ from the top of the bank? _____

If the proposed fence runs along the side property lines, are property corners in place? _____

Building Committee Comments: _____

If fence survey requirements (Section C.4.b.) are not met, state why the Building Committee waives need for a survey.

If a fence variance granted, attach completed Request for Variance Form, Exhibit C.



shelter bay community, inc.

1000 Shoshone Drive • La Conner, WA 98257 • 360-466-3805

For Office Use Only

Applicant is a member
in good standing

Initials _____ Date _____

APPLICATION FOR SHELTER BAY CONSTRUCTION PERMIT for Propane Tank or Heat Pump Installation

Lot No:	Street:	Date:
Member/Applicant:	Mailing Address:	Telephone Numbers: Day: Evening:
Contractor:	Mailing Address:	Telephone Numbers: Day: Evening:

For propane tank installation, how many tanks? _____ Total capacity _____

For heat pump installation, check here

Complete the reverse side of this Permit Application and provide the information as requested.

Member and Contractor state that they have reviewed the requirements of the Construction Guidelines and have prepared this Permit Application in accordance with the Submittal Requirements.

This Permit will be revoked if propane tank for heat pump installation does not begin within 90 days of approval, or if installation does not conform to the plan as submitted. The project must be completed within one year from the date of this permit approval.

Completion/Damage Deposit is attached in the amount of \$ _____. (See the Board approved Fees and Fines Schedule for current rates.)

The Member is ultimately responsible for the performance of work by his/her contractor, in accordance with the Shelter Bay Construction Guidelines. Member hereby understands and agrees that any fines for non-compliance with the Construction Guidelines, subsequent costs to bring the project into compliance, and any costs to repair damages to existing Shelter Bay improvements (except those noted prior to construction), caused by the Contractor or his subcontractors during the performance of this project, shall be borne by the Member and paid to Shelter Bay prior to final approval of the project by the Building Committee.

Member hereby designates _____ to act on my behalf to obtain an approved permit for this project. **Please complete the reverse side of this application.**

Signed _____, Member Date _____

The Building Committee meets the 1st and 3rd Tuesday of every month at 9:00 a.m. in the Clubhouse. Applications must be in by 5:00 p.m. on the Friday before the week of the meeting in order to be placed on the Agenda.

Approval by Building Committee

This permit becomes valid upon the signature of four (4) members of the Building Committee.

PERMIT APPLICATION APPROVAL

FINAL PROJECT APPROVAL

Date: _____

Date: _____

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shelter bay community, inc.

1000 Shoshone Drive • La Conner, WA 98257 • 360-466-3805

For Office Use Only	
Applicant is a member in good standing	
_____	_____
Initials	Date

APPLICATION FOR TEMPORARY USE OF A MOTOR HOME, TRAILER OR BOAT AS LIVING QUARTERS DURING CONSTRUCTION

Lot No:	Street:	Date:
Member/Applicant:	Mailing Address:	Telephone Numbers: Day: Evening:
Contractor:	Mailing Address:	Telephone Numbers: Day: Evening:

I wish to place a: _____ on the above lot for the purpose of using it as temporary living quarters during construction and agree to abide by the following.

or

I wish to live on board the vessel _____ (vessel name) which is located at Slip # _____ (if private dock, Lot # _____) for the purpose of using it as temporary living quarters during construction and agree to abide by the following.

TERMS AND CONDITIONS

Occupied vehicles must be equipped with approved sanitation facilities and, unless connected to the Shelter Bay sewer system, shall not discharge sewage except to approved sewage discharge facilities. Term of this Temporary Use Permit shall be for a period of six months, but renewal will be considered. Total time shall not exceed one year. Unit shall be located so as not to force construction vehicles to park on the street. Generators shall not be used to supply power to the unit.

Applicant agrees to comply with all of the Covenants and General Rules and Regulations of Shelter Bay Community, Inc.

Signed _____, Member Date _____

The Building Committee meets the 1st and 3rd Tuesday of every month at 9:00 a.m. in the Clubhouse. Applications must be in by 5:00 p.m. on the Friday before the week of the meeting in order to be placed on the Agenda.

Approval by Building Committee

This permit becomes valid upon the signature of four (4) members of the Building Committee.

PERMIT APPLICATION APPROVAL

 Date: _____

This Permit Expires on _____
(post permit where visible from the street)

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Exhibit J
Abbreviated Guidelines for Shoreline and Sensitive Areas (SSA)
Taken from Title 19, Environmental Protection, Chapter 4
Shorelines and Sensitive Areas, as developed by the
Swinomish Tribal Community

Definitions:

Shorelines: Includes 200' from waterways, including our marinas.

Sensitive Areas:

Wildlife Area: Habitat for a variety of species located throughout Shelter Bay.

Wet Lands: None in the Shelter Bay development areas.

Geological Hazardous Area: As summarized below.

Shoreline Actions:

Trees over 4" dbh cannot be cut without permit or exemption.

Windowing, Skirting and Topping, if done where tree is 4" or less at topping point, is permitted.

No "large surface modifications" are allowed.

Dead standing trees are not exempt unless they could cause damage to property.

Placed or planted trees are not exempt.

In emergency, a hazardous tree may be removed and then the permit application made.

Geological Hazardous Sensitive Areas:

A "Geological Hazardous Sensitive Area" means an area that may not be suitable for development because of susceptibility of erosion, sliding, earthquakes or other geological events and includes areas of historic failure.

Slopes greater than forty percent (40%) with a vertical relief of ten feet (10') or more feet are considered Geological Hazardous Areas and require a permit.

Consolidated Rock: No soil for vegetation. Requires a 50' buffer zone from top of slope for slopes steeper than eighty percent (80%).

Unconsolidated Rock: Enough soil for vegetation. Requires a 50' buffer zone from top of slope for slopes steeper than forty percent (40%).

Reference Swinomish Tribal Code Title 19, Chapter 4

General Notes:

A "Clinometer" (or Inclinometer) is available in the Office to establish slope.

Committees will require the Member/Builder to supply Building and/or SSA Permits.

Geohazard restrictions stay in effect unless over ridden by a new permit.

Distance measurements are taken horizontally and do not follow the contour of the ground.

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