



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 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: _____

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for Fencing
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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.