

# Appendix D - CONSTRUCTION GUIDELINES

## ALDERBROOK GOLF & YACHT CLUB

### I. INTRODUCTION

The Protective Covenants governing the Alderbrook Golf & Yacht Club (AGYC) authorize AGYC to prepare and make available in printed form guidelines, principles, and criteria to guide and assist those who are preparing to build, improve, maintain, or develop their lot. The AGYC Board of Directors (Board) established the following Guidelines for the benefit of all property owners. They are intended to move AGYC forward as the community grows and changes occur.

### II. AUTHORITY

The Board hereby establishes a Building and Architectural Committee (B&A Committee), as authorized by the Covenants, to approve or disapprove in writing:

1. All plans and specifications for any building, structure, fence, or wall erected, placed, or altered on any lot
2. Surface and groundwater drainage plans
3. Landscaping plans (see article VIII of this document)
4. Driveway plans (see Policy 7.0 N. B&A Committee)
5. Any lot clearing or grading.

Decisions shall be based on aesthetics of exterior design, and location with respect to the topography and finished grade elevations. To be approved, applications, and the materials contained therein, shall conform to the Covenants, these Construction Guidelines, and related policies. Decisions may be appealed to the Board of Directors within fourteen days from receipt of the B&A Committee decision. The decision of the Board is final.

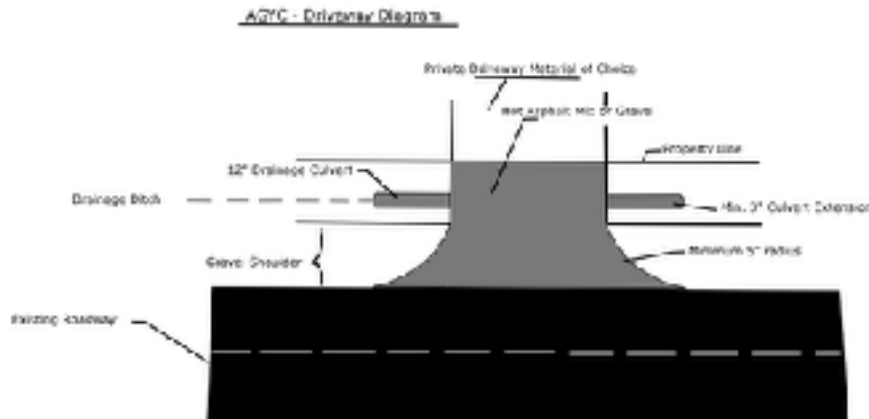
### III. DEFINITIONS

- ◆ **Brushing** is defined as removal of native underbrush and vegetation and small trees with a diameter under five inches at any height, and does not require an AGYC permit.
- ◆ **Buildings** are defined as any house, bunkhouse, casita, garage, carport, or shed.
- ◆ **Clearing** is defined as removal of any tree, with a diameter greater than five inches at any height, from the area outside of the construction boundaries. Trees may not be removed without an AGYC permit.
- ◆ **Construction boundaries** are defined by a line ten feet from the perimeter or **dripline** of any approved building, **structure**, septic system, driveway, or path.
- ◆ **Construction permit** is an email sent within 10 days of a Committee review of an application, setting out pre-construction parameters to complete, with guidance from an assigned Committee member, before construction on any project may commence.
- ◆ **Developer** is AGYC Developer Alderbrook Properties.
- ◆ **Drainage/utility easement** is 5' wide and located on the side and rear of each lot at AGYC.
- ◆ **Dripline** is the outside edge of a roof or building overhang, generally located within 3' of the foundation.
- ◆ **Right-of-Way** exists from the edge of the roadway/pavement to the front property line of each lot at AGYC.
- ◆ **Setbacks** are the required separation from a property line to a **building** or **structure**.
- ◆ **Site plan** is a diagram or sketch that outlines the layout of a property from above, and showing property lines, structural elements, driveways, landscape features, fencing lines, on-site structures and **setbacks**.
- ◆ **Structures** are defined as decks, porches, gazebos, greenhouses, fences, walls, golf ball screens, arbors, light standards, flagpoles, satellite dishes, above ground tanks, spas, saunas, hot tubs, solar panel systems, or any other external item or improvement foreign to the natural landscape.

### IV. AGYC CONSTRUCTION APPLICATION AND PERMIT

1. **CONSTRUCTION PERMIT.** An AGYC Construction Permit approved in writing via email by the B&A Committee is required prior to beginning any construction of any buildings, structures, clearing or grading activities on any lot.
  - a. **APPLICATION.** AGYC Construction Application & Notification of Neighbors forms are available on line to AGYC members at [www.alderbrookgolf.com](http://www.alderbrookgolf.com) and at the AGYC Business Office. Completed applications and a site plan, along with detailed plans, County permit (if required for the project), and all other supporting documentation shall be submitted to the AGYC Business Office, via email to B&A at [BnA@alderbrookgolf.com](mailto:BnA@alderbrookgolf.com), or to any B&A Committee member.
  - b. An Application form lists current project fees. Fees shall be paid at the time an AGYC Construction Application is submitted. The fee amount is \$1,500.00 for a new home and \$1,000.00 for a garage, carport or any exterior structure or remodel that requires a Mason County permit.
  - c. A Permit is granted to the applicant and a specific lot. The Permit is not transferable to another person, a new buyer or to another lot, except for pre-approved plans used on multiple lots by the same owner or the Developer. A new lot owner is required to submit a new application and fee for B&A review.
  - d. A Construction Permit is valid for twelve months from the date of the approval email. If construction has not commenced within 12 months, the Permit expires and the fee is forfeited. A new application and fee is required if a permit expires, and the initial submittal and fee are forfeited.
  
2. **CONSTRUCTION PERMIT REQUIREMENTS.**
  - a. Prior to any construction project, it is the sole responsibility of the owner(s) to locate legal lot boundary corners, and become familiar with existing easements and common areas on and adjacent to the owners lot. AGYC makes no representation regarding the accuracy, location, or existence of any lot lines, easements, or boundaries.
  - b. A plot plan, drawn to scale, showing the property line boundaries and dimensions, all existing and/or planned improvements, including drain field location, driveway construction and location of improvements with respect to the property lines. The plot plan shall clearly indicate distances for setbacks from property lines and the HOA right-of-way (ROW).
  - c. Scale drawings, sketches, photographs, and/or a written description of the planned improvement in sufficient detail is required for the B&A Committee to make an informed and logical determination for approval/disapproval. At a minimum, drawings for buildings and structures shall include a plan and exterior elevations, and shall describe the building style, type of siding, trim, and exterior paint and trim colors.
  - d. The Developer, or an owner of multiple lots, may submit to the B&A Committee plans and specifications for the structures to be used on multiple lots, and obtain pre-approval, subject to modifications approved by the B&A Committee for topography and drainage specific to each lot.
    - i. If approval of multiple use plans is obtained, the owner may submit the information required herein, along with a description of any minor modifications to the approved plan.
    - ii. Developer's on-site pre-construction requirements for pre-approved plans may be expedited, at the discretion of the Committee.
  - e. On-site drainage management shall meet current Mason County and AGYC Policies. AGYC bears no responsibility for the historic flow of surface or ground water on any individual lot, other than its control and management as it reaches common areas, such as roadways and ditches. It is each owner's responsibility to fully understand the potential for flowing or standing water on the owner's lot and to take appropriate steps, as needed, to mitigate its impact.
  - f. Five-foot drainage and utility easements are recorded on the sides and back of each lot.
  - g. Roads, right-of-way access and driveway construction.
    - i. All roads within AGYC except Manzanita Drive, which is owned and maintained by Mason County, are owned and maintained by AGYC.
    - ii. The right-of-ways are also owned by AGYC. The right-of-way is the area between your property line and the road bed.

- iii. B&A approval is required for any construction, new home driveway access to a parcel including a culvert, projects or landscaping taking place in or on the right-of-way. Property owners are responsible for all costs.
- iv. Modifications to driveways, including any work in or on the right-of-way, requires B&A and Roads & Drainage (R&D) Committee approval.



**V. APPLICATION APPROVAL PROCESS**

1. Applications received by the 1st Monday of each month, either to the Business Office, online, or by a B&A Committee member, are placed on that month’s meeting agenda. On the 2d Monday of each month, the B&A Committee meets to review and act upon timely received applications.
  - i. Each application needs a site plan attached to be considered complete.
  - ii. If an application is deficient, the applicant is notified by email. If the deficiency is not corrected by the monthly meeting, the review may be postponed to the next monthly meeting to allow additional time for B&A review.
  - iii. If a construction permit application is complete, containing sufficient information and detail regarding the proposed project, B&A reviews the application for compliance with the Construction Guidelines.
  - iv. A B&A decision is sent by email to the applicant and applicant’s assigned Committee Member, with pre-construction and any conditional requirements within 10 days after the monthly meeting.
2. The B&A Committee’s decisions are based on these Guidelines, the criteria for exterior design, and location with respect to the topography and finished grade elevations. The B&A Committee does not evaluate engineering aspects or determine if Mason County building & permit requirements are met.
3. All B&A Committee approvals are given subject to compliance with all governmental requirements.
  - i. Please note: All changes to plans as submitted to B&A, and any variances granted by other agencies, require additional B&A review, and shall be submitted to the B&A Committee for approval prior to implementation.
4. The B&A Committee may consider requests for lot clearing prior to major construction, after receiving a copy of the Mason County Building Permit receipt, and reviewing septic system designs, building plans, and the plot plan.
5. If exigent circumstances or critical deadlines exist, as explained in a detailed writing accompanying the application, the B&A Committee may review and approve an application as submitted, without discussion or explanation, on an expedited basis by email, if:
  - i. Adjacent neighbors have received the required form notice, and
  - ii. A majority of Committee members approve.

iii. Any project approved on an expedited basis shall be included on the next B&A meeting agenda and ratified in open meeting.

**VI. PRE-CONSTRUCTION AND CONSTRUCTION MONITORING ACTIVITIES.** No tree removal, construction or project shall commence prior to completing these requirements:

1. B&A assigns a Committee members to be a contact person and to monitor the construction and/or project from commencement to completion.
2. The Owner(s) shall notify adjacent neighbors of the approved B&A project on a notification form, and provide a copy to confirm delivery. This is a neighbor-to-neighbor courtesy at Alderbrook.
3. The Owner(s) shall schedule a required, pre-construction on-site meeting with the B&A Committee person assigned to your project. In preparation for the meeting, the owner shall:
  - i. Stake or string the legal property lot lines; and
  - ii. Stake the footprint of the proposed house, shed, improvement or project, as applicable;
  - ii. Paint or flag any tree to be removed, if applicable to the project.
4. If a project includes a new or modified driveway approach, drainage, culvert or any work in the ROW, the Owner(s) shall also schedule an on-site with the Roads & Drainage Committee.
5. **Any violation of the Construction Guidelines, including work commenced prior to on-site visits, or changed/revised without B&A Committee review and approval, is a Major Infraction, under Policy Section 9.3.B., and subject to a fine.**
  - i. **For projects, except Substantial Projects described below, the First Violation shall receive a warning letter; if a Second Violation occurs on the same parcel, there shall be an automatic fine of \$250; and, if a subsequent or continuing violation occurs on the same parcel, there shall be an automatic fine of \$500 for each subsequent or continuing violation.**
  - ii. **If a substantial project commenced or completed without B&A application and approval, including but not limited to clearing a lot, erecting a building, structure, fence or wall, or a stop work order is issued and/or posted on a project, there is an automatic fine of \$250, without warning, plus such additional remedies, fines and costs, if applicable, and other appropriate action in the discretion of the Board.**

**VII. CULVERT INSTALLATION**

1. Any work done in an AGYC right-of-way (ROW) requires a permit from the B&A Committee. For new construction and driveway modifications, a 12" diameter culvert, a minimum 20' long and maximum 80' long, is required under all driveways or pathways, unless a smaller culvert is determined adequate for drainage and runoff by the Roads & Drainage Committee and approved upon Owner submission of a written variance request to B&A. All culverts shall be installed per specifications provided by the Roads & Drainage Committee and signed off by a B&A Committee representative, with a copy kept in the owner's parcel file at the Business Office.
2. Culvert installation shall be the first construction activity performed, except for planning and septic design activities, and shall precede all site work, unless otherwise approved by the Roads & Drainage Committee.
3. The culvert shall be installed at the location shown on the plot plan submitted with the Construction Permit application.

**VIII. DESIGN REQUIREMENTS**

1. Single Family. Only single-family dwellings are permitted. Applications for factory-built, modular homes are reviewed on a case-by-case basis for compliance with Design Requirements.
2. Trailers, RVs and Mobile Homes are not allowed as residences. However, during actual home construction, a trailer or RV may be parked on the property to be used as a temporary residence during that period. When the residence under construction is certified for occupancy by the County or at the end of one year, whichever comes first, the trailer or RV shall no longer be occupied as a residence.
3. Perk Holes shall be refilled within sixty (60) days after tests are completed unless construction has started.

4. Utility Connections. All utility connections shall be underground.
5. Completion of construction. Within one year from the time the lot is initially cleared, construction shall be completed from all outward appearances, the grounds cleaned of debris and building materials, disturbed and bare areas shall be replanted and covered with more than bark or gravel for erosion control, as required by Mason County, and shall be in place prior to house sale or occupancy, whichever occurs first.
6. Setbacks.
  - a. **Special Notice:** Setback requirements imposed by AGYC and Mason County differ, and Mason County variances to setback requirements may not be acceptable to AGYC. Any change or variance to any setback noted on an original site plan submitted to AGYC shall be submitted to B&A for review and approval.
  - b. Violating setback requirements may result one or more of the following: Penalties, issuance of a stop work order, removal of all or a portion of the improvement located within the setback, and/or any other fine or penalty, as determined by the Board.
  - c. AGYC setbacks are measured to the nearest portion of any structure or drip line. Front and back setbacks from the property lines to the nearest portion of any building, deck, or porch shall be at least 25 feet in the front and for the driveway, and 15 feet in the back. Side setbacks from property lines to the nearest portion of any building, deck, or porch shall be at least five feet. Variances may be approved on a case-by-case basis.
  - d. Any request for a setback variance shall be in writing and include specific justification for the variance.
7. Foundations. All newly constructed residences shall have a continuous perimeter concrete foundation, except where the terrain may require otherwise.
8. Minimum Size. All newly constructed residences shall have a minimum of 1,000 sq. ft. of heated living space, excluding garages, porches, and decks. Waivers may be granted on a case-by-case basis.
9. Garages and Parking Spaces. Any newly constructed residence shall include an enclosed garage, with a minimum capacity of two cars, and sufficient hard or graveled surface on the owner(s) lot to allow the parking of two passenger vehicles off the street, in addition to the space for parking located in the garage. Waivers/variances may be granted on a case-by-case basis.
10. Roofs. All building roofs shall be Class A fire-rated architectural roofing. The principal roof of a newly constructed residence shall have continuous ridge vents.
11. Exterior Appearance. Applications for AGYC Construction Permits shall reasonably meet the following criteria:
  - a. The principal residence shall include sufficient windows, siding material changes, and projections or recesses to minimize the appearance of a stark, plain wall. Some latitude may be allowed for the backside of non-fairway lots.
  - b. Trim is required around all windows, doors, and other openings.
  - c. Exterior paint colors shall be muted or earth-toned as depicted with attached paint swatches, and shall have prior B&A approval.
12. Lighting. Outside lighting shall be directed downward, so no glare or light spillover is apparent to neighboring properties. "Dark Sky" compliant lighting is preferred.
13. Screening. Areas below first floor decks or porches greater than 24 inches above ground level and above ground tanks shall be screened. Screening, such as lattice or adequately sized shrubbery, is considered sufficient.
14. External Noise. Heat pumps and/or other noise producing devices shall be located, or noise dampened, and not be a noise nuisance to neighboring properties or the golf course.
15. **Satellite Dishes, Transmitting/Receiving Antennae. Satellite receiving antennae and dishes, and transmitting/receiving antennae devices, shall be screened where possible, to be as unobtrusive as possible to neighboring properties, in accordance with contractors specifications and optimum receiving signal strength. Owners shall provide notice to neighbors of pending installation. Owners of satellite dishes/antennae and transmitting/receiving antennae shall comply with all FCC rules and regulations regarding such equipment.**
16. **EV Chargers. Owners shall contact PUD in advance for specifications required at AGYC.**

**IX. LANDSCAPE PLANS.**

1. **All disturbed areas shall be replanted and covered for erosion protection prior to completion or occupancy, whichever occurs first.**
2. **A basic landscaping plan shall be submitted for approval to B&A within 6 months of occupancy or sale, whichever occurs first. Landscaping with a northwest theme is recommended. Bark and gravel alone over bare ground are not sufficient.**
3. An approved landscaping plan shall be substantially completed within one year of plan approval.

**X. BUILDER/CONTRACTOR RESPONSIBILITIES.**

Lot owners are responsible for the conduct and behavior of their contractors. Builders and their sub-contractors shall observe the following rules during the period of construction. Repeated rule violations may result in penalties to the lot owner, barring the offending party access to Alderbrook, or both.

1. **Contractors and delivery vehicles shall strictly observe posted speed limits.** Failure to observe posted speed limits may result in warnings, fines and loss of future work-site privileges.
2. Alderbrook is an established community and the prevalent peace and quiet of the neighborhood shall be maintained to the greatest extent possible during construction. The volume of music, radio or any other devices not directly used in the construction process shall be kept to a minimum to avoid disturbing members, neighbors or golfers. Noise from construction activities, such as power saws, compressors and hammering, is limited to the hours between 7:30 AM and 7:30 PM.
3. Contractors and delivery vehicles shall utilize the most direct route to a home site, minimizing use of AGYC's private roads. All delivery vehicles shall access Alderbrook via Manzanita. Beach Drive shall not be used as an access route, unless it is the location of the home site. **In addition, no construction or delivery vehicles are permitted on the gravel access from Manzanita to Laurel Park.**
4. Shouting or unruly behavior among construction workers is prohibited. Use of profanity or other offensive language or behavior towards or affecting staff, members or guests is prohibited.
5. Any dogs or pets brought to Alderbrook by contractors shall be kept on a leash at all times, with waste picked up and taken off site, and not allowed to create a nuisance to staff, members or in the community.
6. Construction sites shall be kept free of trash daily, to avoid visual detriment to neighboring homes, members, guests or passersby.
7. Drainage ditches shall be kept free of all debris on a daily basis.
8. The lot owner shall provide temporary sanitary facilities for use during the period of construction. These facilities shall be placed on the construction site (not the ROW) and located as inconspicuously as possible, unless a suitable off-site location is approved by the B&A Committee.
9. Concrete and paving truck clean-out is prohibited on AGYC property, right of ways, easements, or drainage ditches.
10. Open burning is prohibited at all times.
11. In addition to a sign with the name of the owner, up to two "For Sale" signs, not to exceed four square feet, and one sign listing the contractor's name, not to exceed six square feet, shall be located on the property during construction.

**XI. IMPROVEMENT OF EXISTING HOMES.**

1. An AGYC permit is required for any home improvement altering the existing footprint of the structure, changing the paint color of the main body exterior or trim, any landscape project involving excavation of dirt, building any structure, constructing any wall or fence, altering, modifying or expanding a driveway, or creating any entry or pathway to a home.
  - a. Repainting a home in the same exterior body and trim colors does not require a permit.
2. Landscaping improvements to update or renew existing features, without adding structures or additional improvements, do not require a permit, unless the scope of work includes:
  - a. Three or more yards of concrete, such as an extension of a driveway or patio; or
  - b. Erection of any wall greater than four feet in height;

- c. Excavation or grading altering the topography or affects runoff or drainage; or
  - d. Any planting or structure that may affect neighboring sight lines, view or play on the golf course.
3. In general, all Guidelines and conditions for new construction shall apply to remodels or other improvements/modifications to a currently developed property. The B&A Committee, however, shall consider the extent of such improvement when reviewing the materials submitted with an application for a construction permit.

## XII. FENCES.

1. The design and concept of Alderbrook emphasizes continuity of open space and natural settings. In certain situations and locations, an aesthetically constructed fence of materials designed to match an existing home, and serving a specific purpose may be appropriate.
2. Prior to construction, an Owner shall submit an application to B&A for review, including a detailed site plan with a description of fence materials, and height, length and width dimensions.
3. The B&A Committee considers fence requests as follows:
  - a. On the golf course side of a house, no fence shall extend beyond the footprint of a house. In addition, height limits may be considered to preserve golf course and territorial views enjoyed by adjoining properties.
  - b. A vegetative fence (consisting of plants, hedges and/or trees) shall be maintained by the owner and not encroach **or block views of** neighboring lots.
  - c. A non-vegetative fence shall be kept to a minimum height and length necessary to fulfill its purpose. **(Wood fences over 7' and retaining walls over 4' require a Mason County permit.)**
  - d. Fencing shall be compatible with the principal structure(s) or blend with the native background. Approval **is dependent** upon fence style, aesthetic qualities, and structural integrity.
  - e. Golf ball protective screens, dog kennels, and deer fencing are considered on a case-by-case basis. See-through screening around an individual shrub or tree does not require approval.
4. The B&A Committee decision is **made on a case by case basis, considering the above** criteria, and these additional factors:
  - a. Topography of the lot
  - b. Purpose of the fence
  - c. Considerations specific to the proposal
  - d. Impacts to the area and neighboring properties

## XIII. SOLAR PANEL SYSTEMS - ROOF & GROUND MOUNTED ARRAYS

1. Homeowners shall carefully consider all existing structures and landscaping before selecting a site for a proposed solar panel system, including additional gutter and downspout bracing necessary for additional winter snow loads.
2. Tree removal, solely for the purpose of installing a solar panel system, is prohibited.
3. Submit all plans for pre-approval by the Building & Architectural Committee (B&A) prior to installation.
4. Preferred location of solar panel system at Alderbrook is either:
  - a. A front-facing, roof-mounted array; or
  - b. A rear-facing, roof-mounted array; or
  - c. A ground-mounted array may be installed on the side or on a non-golf course facing rear side of the house. Ground-mounted arrays are prohibited on a street-facing or golf-course facing side of the house.
  - d. For any street-facing or golf course-facing roof panels shall:
    - i. Conform to the slope of the roof; and
    - ii. The top edge of the panel shall be parallel to the roof ridge.
  - e. If solar panels are installed on a roof that does not face the street or the golf course, the array may be tilted or raised, if a variance is granted.
5. All components of the solar panel system shall be integrated into the design of the home.

- a. The color of the solar panel system components should conform to the color of the roof shingles to the extent practical.
  - b. Solar “shingles” that look like a composite shingle are acceptable, but shall match the color of current roof shingles as much as is practical.
6. Pursuant to RCW 64.38, a solar panel system shall:
- a. Meet applicable health and safety standards and requirements imposed by state and local permitting authorities;
  - b. If used to heat water, the solar panel system and installation shall be certified by the solar rating certification corporation or other national recognized certification agency;
  - c. If used to produce electricity, meets all applicable safety and performance standards established by the national electric code and, where applicable, rules of the utilities regarding safety and reliability.
  - d. The installation of all solar panel systems shall only be done by a licensed installer or journeyman plumber.
  - e. A solar panel system frame, support bracket and/or any visible piping or wiring shall be painted to coordinate with the roofing material.
  - f. A homeowner who installs a solar panel system shall indemnify or reimburse the association or its members for loss or damage caused by the installation, maintenance or use of a solar panel system.
7. Applications shall include the following:
- a. A diagram “drawn to scale” by the licensed contractor installing the solar panel system showing where the system will be installed; and
  - b. Photos of the roof area where the solar panel array will be mounted;
  - c. Material to be used and/or manufacturer’s description of the system, photos and/or pictures of the system and color of the system.
  - d. Where possible, provide photos of similar existing systems as examples.
8. Piping and electrical connections shall be located directly under and/or within the perimeter of the panels, when possible, and placed as inconspicuously as possible when viewed from all angles.
9. The highest point of a solar panel array shall be lower than the ridge of the roof where it is attached.
10. All painted surfaces shall be kept in good repair.

#### **XIV. RECONSIDERATION & APPEAL**

**Reconsideration.** If the B&A Committee denies or rejects an application, an owner may request reconsideration by the B&A Committee:

1. A reconsideration request shall be delivered to the B&A Committee within fourteen days of the date of an email denying any part or all of a submitted application.
2. If requested by the owner, the B&A Committee will meet with the applicant at a mutually agreeable time, no later than fourteen days following the request. The owner will be allowed to speak; any other persons with relevant knowledge of the issue may be allowed to speak, in the discretion of B&A.
3. The B&A Committee will conduct a reasonable and fair meeting to obtain a better perspective from the applicant’s standpoint to assure all aspects of a particular issue have been fairly evaluated.
4. At the end of the meeting, the B&A Committee shall decide whether or not to uphold the original decision or determine if any changes need to be made. This information shall be communicated by email to the owner within seven days of the meeting.

#### **Appeal.**

Following a reconsideration decision by B&A, the owner may file an appeal with the Homeowners Association Board within fourteen days of the date of the email decision, if they are dissatisfied with the decision.

#### **XV. NON-COMPLIANCE**

AGYC is authorized to assess penalties for violations of the Construction Guidelines. Violations shall be considered major infractions per Policies & Procedures Section 9.3.A.2 and be assessed fines according to the severity of the violation.



# Appendix D

## AGYC APPLICATION FOR CONSTRUCTION & NOTICE (page 1 of 2)

Building & Architectural Committee (B&A) approves all exterior projects, including new home construction, garages/carports, major remodels, decks, fences, sheds, patios and new or updated landscape projects. A complete application submitted by the 1st Monday of each month is reviewed by B&A on the 2d Monday.

LOT PHYSICAL ADDRESS: \_\_\_\_\_

Tax ID #: 32\_\_\_\_-\_\_\_\_-\_\_\_\_ Lot #: \_\_\_\_ Division: \_\_\_\_\_, if known

**PLEASE PRINT: Questions & approvals are sent by email**

**Legal Owner:** \_\_\_\_\_

Best Contact Person: \_\_\_\_\_ **Email:** \_\_\_\_\_

**Phone:** \_\_\_\_\_ **Text:** Yes \_\_\_\_ No \_\_\_\_

Builder (if applicable): \_\_\_\_\_ Registration # \_\_\_\_\_ Phone \_\_\_\_\_

### TYPE OF PROJECT: (check all that apply)

- NEW HOME CONSTRUCTION ..... \$1500 Application Fee
- GARAGE, CARPORT or MAJOR EXTERIOR REMODEL..... \$ 1000 Application Fee

#### No application fee is required for:

- DECK/PORCH CONSTRUCTION/MODIFICATION  DRIVEWAY (expansion or modification)
- OUTBUILDING/SHED CONSTRUCTION/MODIFICATION  LANDSCAPING
- PAINT: \_\_\_\_\_ include paint chips  FENCE/RETAINING WALL/PRIVACY SCREEN
- OTHER STRUCTURES INCLUDE: SOLAR PANEL SYSTEM, GOLF SCREENS, ARBORS, GARDENS, ABOVE GROUND OR BURIED TANKS, SPAS, LIGHT STANDARDS, FLAGPOLES, SATELLITE DISHES, ANTENNAE, WIND GENERATORS, OR ANY OTHER EXTERNAL PROJECT

Describe project \_\_\_\_\_

Submitted by: \_\_\_\_\_ Date: \_\_\_\_\_

 **Owner signature is required**

Received by: \_\_\_\_\_ Date: \_\_\_\_\_

Amount Received: \_\_\_\_\_

**NOTE: Permit expires twelve months from submittal date; if construction has not begun during the permit period and an extension not requested, fees shall be forfeited.**

 **THIS IS YOUR RECEIPT: COPY TO APPLICANT, ORIGINAL TO OFFICE**

## AGYC Application for Construction Permit (page 2 of 2)

The Building & Architectural Committee (B & A) is required to approve all exterior projects including new home construction, major remodeling and new/major updated landscaping.

### **B&A Owner/Builder Checklist: Required Submittals:**

- a. A Site Plan, showing currently existing structures and proposed structures, plus measured distances/dimensions to each property line, and:
  - Copy of Mason County Permit, if required
  - Location of legal property corners prior to construction by the property owner
  - Note: AGYC holds a recorded 5' side & rear drainage/utility easement on every lot
  - Right of Way Variance requests shall be submitted in writing prior to construction
  - **REQUIRED Setbacks** (measured at roof dripline to property line) Front & Driveway = 25' / Back = 15' / Sides = 5'
  - An approved Driveway Culvert pipe shall be a minimum 12" diameter, 20' min and 80' max length
  - A copy of the Septic/Drain Field as-built, on file with County
- b. House Plans (full set, electronic copy preferred):
  - Floor plan: Min. 1000 sq feet heated living space, 2 car garage plus room for 2 cars in the driveway
  - Building elevations
  - Description of type of Siding/Trim; muted or each tone exterior & trim paint colors (attach paint chips)
  - Drainage Plan: How is water contained on your site? How does runoff leave your site (shall be directed away from golf course and/or neighbor property)
- c. Lot Clearing Review: **ON-SITE VISIT REQUIRED prior to lot clearing, with ALL trees marked/flagged; 2d on-site visit required prior to pouring any concrete**
  - Trees with a diameter of greater than 5" (at any height) within 10' of construction footprint may be removed; trees outside 10' require consultation with Tree Committee for damage, disease, danger, unsafe or menace
- d. Landscape Plan:
  - Shall be submitted & approved within 6 months of sale or occupancy, whichever occurs first
  - Landscape plan shall be substantially complete within 1 year of plan approval.

### **PLEASE READ CAREFULLY and INITIAL each line:**

By signing this application , Applicant/Owner acknowledges and promises:

- \_\_\_ Comply with all AGYC governing documents, including AGYC Bylaws, Covenants, and Construction Guidelines, as directed by the B&A Committee. Non-compliance is subject to STOP WORK ORDER, removal of construction, violation fines and/or remedies as determined by the HOA Board
- \_\_\_ Each Applicant/Owner shall locate & mark their legal property corners by flagging/stringing the property lines PRIOR to commencing any activity, construction or improvements.
- \_\_\_ Meet on-site with a B&A member PRIOR to any lot clearing or tree removal
- \_\_\_ Meet on-site with a B&A member for compliance foundation/footing inspection PRIOR to pouring ANY concrete
- \_\_\_ Accept full responsibility for any and all water drainage issues during and after construction activities; consultation with Roads & Drainage Committee is required
- \_\_\_ No deviation from original plans submitted & approved by B&A is permitted. **All post-plan changes require additional, written submissions and additional B&A review and consent**
- \_\_\_ Complete & submit to B&A the **Notification to Neighbors** form, attached, with project description

Owner Acknowledgement with this Signature: \_\_\_\_\_



# Notification to Neighbors

Date: \_\_\_\_\_

As a courtesy to adjacent Alderbrook neighbors, we are reaching out to let you know we are beginning a new project on our property.

This is a Description of our New Project:

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Neighbor(s) Name & Address

Date & Contact Method

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_

Please don't hesitate to reach out with any questions or contact B&A Committee at [BACommittee@AlderbrookGolf.com](mailto:BACommittee@AlderbrookGolf.com). Thank you!

My Name(s): \_\_\_\_\_

My AGYC Address: \_\_\_\_\_

My Email/Phone: \_\_\_\_\_ / \_\_\_\_\_