Sudden Valley Community Association
New Construction Checklist and Application

March 2019

Contractors and Owner/Builders

Dear Sir or Madam:
The following is a general list of the Architectural Control Committee (ACC) construction submittal requirements derived from the ACC Policies. Attached is a new construction application and summary of important issues that contractors should understand. We have compiled this list to help clarify, in a condensed form, some of the ACC requirements. This list is not meant to replace the ACC Policies, but answers some frequently asked questions regarding new construction submittal requirements, site preparation, and project management in Sudden Valley. For further information, please consult the ACC Policies at


If you have any questions or concerns, please contact me at 360-746-8431.

Sincerely,

Jessica Bazett
ACC / Common Area Coordinator
accadmin@suddenvalley.com
Procedure for Submitting Application

- Applicant must make a plan submittal appointment with the Architectural Control Committee Administration to submit the application and plans. Please contact staff at 360-746-8431 or accadmin@suddenvalley.com.
- Architectural Control Committee meetings take place on the first and third Thursday of each month. Please check with ACC staff for exact dates and times. Only completed submittals received at least 10 business days prior to each meeting will be eligible for review at the subsequent meeting. Complete submittals will be reviewed in the order they are received.

Summary of Requirements

Disposition, Quality, and Content of Submittals: Building documents submitted to the ACC for approval shall be as near as possible to “professional quality” and shall include the numbered items below. Submittals that do not meet ACC requirements may be rejected prior to ACC staff review.

1. SVCA Application and Checklist must be signed and fully completed by property owner stating that all documents and site preparation are sufficient to allow adequate review by ACC.

2. Payment of the Encroachment/Plan Review fee based on the finished living space (not including garage):

<table>
<thead>
<tr>
<th>Living Space Square Footage</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>1,000 square feet (min.) and greater:</td>
<td>$3,500</td>
</tr>
<tr>
<td>Additions (smaller than existing home)</td>
<td>Based on Tier &amp; Inspection Schedule</td>
</tr>
</tbody>
</table>

Criteria setting Tier (Appendix N): raising roof, significant open space reduction, expanding out a wall, triggering a re-survey, triggering a driveway inspection, installing new fuel source, extensive retention work, affecting Sudden Valley right-of-way. Entailing a few of these is Tier 2, entailing several is Tier 3. Tier 1 is if Consultant participation is not required to perform the Preliminary Review. Plan Review fee for Additions is the following:

<table>
<thead>
<tr>
<th>Tier</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tier 1</td>
<td>$360</td>
</tr>
<tr>
<td>Tier 2</td>
<td>$620</td>
</tr>
<tr>
<td>Tier 3</td>
<td>$880</td>
</tr>
<tr>
<td>Setback Inspection (if needed)</td>
<td>$120</td>
</tr>
<tr>
<td>Driveway Inspection (if needed)</td>
<td>$100</td>
</tr>
</tbody>
</table>

3. A Refundable Completion Deposit will be due at the time of the permit meeting. The deposit will be returned once the final inspection requirements have been met. Please refer to the ACC guidelines (14.8.9) for additional information.

<table>
<thead>
<tr>
<th>Project Type</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Single Family Home</td>
<td>$5,000 - $10,000</td>
</tr>
<tr>
<td>Additions</td>
<td>$750 and/or variable deposit based on project</td>
</tr>
</tbody>
</table>
4. **Copy of survey by a licensed surveyor** including topography, trees, and square footage.

   **Note:** Due to Sudden Valley’s location in the Lake Whatcom Watershed, it is advised that physical characteristics of the site be reviewed to identify environmentally sensitive areas, such as streams, wetlands, forests, and wildlife features. If any are found, the applicant should contact Whatcom County immediately to discuss any potential buffers or restrictions.

5. **Plan requirements** - Two copies of each of the following documents must be submitted. One copy will be returned to applicant once the project is approved:

   - **Floor plan** for all interior space using 1/4-inch = 1 foot scale.
   - **Elevations Drawings and Exterior Building Sections** using 1/4-inch = 1 foot scale depicting all sides of the structure in adequate detail to show methods of construction and an accurate depiction of the selected materials.
     - Must include the FINISHED grade on elevations for accurate measurement of height.
     - Height Restriction will be enforced. (Section 14.6.2 and Appendix B)
   - **Exposed Concrete** can be no more than 12” of exposed concrete (foundation or other supporting walls) on a level grade or 18” average on stepped foundations. Finished concrete must be approved at time of application to the ACC. **Site plan using 1-inch = 10 foot scale.** The site plan should include:
     - Location of Proposed Structure showing roof line (solid) and wall lines (dashed).
     - Setbacks from the property boundaries to eaves.
     - Driveway with the proposed finish surface (gravel, concrete, asphalt) and grade.
     - Walkways/Decks/Patios: Location and composition.
     - Turn-around and/or permanent, non-driveway parking areas.
     - Trees with accurate location, species and size of ALL trees on lot greater than 6” dbh.
     - Major vegetation: heavy ground cover, etc.
     - Topography with contour lines at two foot vertical intervals and any major geological features.
     - Legal Description with division and lot, physical, and street address.
     - Stormwater Retention System: Location, including clean-out and sump (if applicable).
     - Propane Tank Location as per Fire District regulations.
     - Retaining Structures: Location, height, and composition.
     - North arrow for orientation.
     - Wall lines of existing homes on adjacent lots.
     - Checklist (Appendix J): Printed and filled out on Site Plan
   - **Landscaping plan using 1-inch = 10-foot scale,** showing the placement and description of plants, rock features, proposed fencing, and trees.
   - **Driveway cross-section, using 1-inch = 10-foot** scale showing grade change from garage slab to edge of roadway.

6. **Water/Sewer availability** from Lake Whatcom Water and Sewer District office.

7. **Specification sheet** including paint chips, roof color, siding material, retaining wall materials, and exterior lighting samples. See attached page.

8. **The house footprint staked** at time of application submittal. The corners of the proposed structure (including eaves) shall be staked with roof corners in one color and decks in a different color.

9. **Trees proposed for removal must be marked with brightly colored ribbon (no spray paint).**
10. **Copy of certificate of insurance** with the minimum requirements outlined below:

<table>
<thead>
<tr>
<th>Liability Type</th>
<th>Minimum Requirements</th>
</tr>
</thead>
<tbody>
<tr>
<td>Commercial General Liability (Occurrence Form)</td>
<td></td>
</tr>
<tr>
<td>General Aggregate (other than Prod/Comp Ops Liability)</td>
<td>$1,000,000/$500,000 (additions)</td>
</tr>
<tr>
<td>Products/Completed Operations Aggregate</td>
<td>$1,000,000/$500,000 (additions)</td>
</tr>
<tr>
<td>Personal and Advertising Injury Liability</td>
<td>$1,000,000/$500,000 (additions)</td>
</tr>
<tr>
<td>Each Occurrence</td>
<td>$1,000,000/$500,000 (additions)</td>
</tr>
<tr>
<td><em>Sudden Valley Community Association must be named as Additional Insured</em></td>
<td></td>
</tr>
</tbody>
</table>

Workers Compensation and Employer’s Liability/Stop Gap

<table>
<thead>
<tr>
<th>Liability Type</th>
<th>Minimum Requirements</th>
</tr>
</thead>
<tbody>
<tr>
<td>Workers Compensation</td>
<td>State Statutory Limits</td>
</tr>
<tr>
<td>Employer’s Liability</td>
<td></td>
</tr>
<tr>
<td>Bodily Injury by Accident</td>
<td>$1,000,000 for each accident/$500,000 (additions)</td>
</tr>
<tr>
<td>Bodily Injury by Disease</td>
<td>$1,000,000 policy limit/$500,000 (additions)</td>
</tr>
<tr>
<td>Bodily Injury by Disease</td>
<td>$1,000,000 for each employee/$500,000 (additions)</td>
</tr>
</tbody>
</table>

Umbrella Liability

<table>
<thead>
<tr>
<th>Liability Type</th>
<th>Minimum Requirements</th>
</tr>
</thead>
<tbody>
<tr>
<td>Each Occurrence and Aggregate</td>
<td>$1,000,000/$500,000 (additions)</td>
</tr>
</tbody>
</table>

*The above coverages must be placed with an insurance company with an A.M. Best rating of A-:VII or better.*

11. **Written application for any needed variance.** This may include variance request for setbacks, structure height, deadline, or to address other ACC guidelines. A separate request form is available for this purpose.
## Application Checklist

### APPLICATION
Has application been filled out?  yes no
  Name, address and phone number of owner  yes no
  Name, address and phone number of contractor  yes no
  Signatures of owner and contractor  yes no
  Proof of insurance  yes no

### ENCROACHMENT PERMIT
Is owner/property “in good standing” with SVCA?  yes no

### DRAWINGS / DESIGN
Are there two (2) complete sets of drawings?  yes no
  Site plan including topography, trees, square footage lot  yes no
  Elevation views depicting existing and finished grades  yes no
  Driveway cross-section, road edge to garage slab  yes no

Does the site plan include:
  Accurate contour lines in 2’ vertical increments  yes no
  North arrow and legal description  yes no
  Roof line and footprint of house  yes no
  Actual setback dimensions to eaves  yes no
  Finished floor elevation  yes no
  Slab elevation of garage per topography  yes no
  Proposed material for driveway  yes no
  Decks and patios  yes no
  Accurate tree locations, size and types  yes no
  Trees marked for removal and indicated  yes no
  Location of storm water retention pit with overflow  yes no
  Propane tank location (if applicable) and screening  yes no
  Retaining walls (as required)  yes no
  Culvert (if required)  yes no

### FIELD WORK
Licensed survey and/or location of legal property corners  yes no
Have the trees proposed for removal been flagged?  yes no
Have the house corners been staked out for review?  yes no

### SPECIFICATIONS
Have you supplied details on the specification sheet?  yes no
  Siding and trim materials  yes no
  Body and trim color  yes no
  Lighting sample  yes no
  Roofing materials and color  yes no
  Square footage of finished living space  yes no

The information above is accurate and true to the best of my knowledge.

Signature________________________________________________________Date______________
Application for New Construction

Home Construction_______ Remodel_______ Addition_______ Other_______

Street Address:_____________________________________________________
Owner:___________________________________________________________
Mailing Address:___________________________________________________
Work Phone:____________________ Home Phone:_______________________
Email:________________________

CONTRACTOR: ACC staff MUST be contacted for inspection 24 hours prior to the following:
- Installation of erosion control measures
- Pouring of any concrete for either slab or foundation/forms
- Installation of driveway and/or apron
- Completion of work and occupancy of home

“I have read and understand the Sudden Valley Community Association Architectural Control Guidelines”

Contractor Signature_______________________________________________ Date____________________

Company Name:________________________________ License:_________________________
Mailing Address:_____________________________________________________
Phone:________________________ Email:_______________________________

Bank or Loan Agency:_______________________________________________
Valuation of Structure $____________________________ Square footage_____________________________
Use: Permanent Residence_______ Vacation/Weekend_______ Rental___________

Variance Request: No____ Yes____ (If so, must attach variance request form)

The following items must be submitted at time of application:
  • SVCA Construction Application and Checklist (must be signed by property owner).
  • Application fee (see section 14.8.8)
  • Copy of survey by a licensed surveyor including topography, trees, and square footage
  • Two (2) sets of construction plans (including floor plan, elevations, and finished grade)
  • Two (2) copies of site plan @ 1”=10’ scale (see Appendix I for sample)
  • Two (2) copies of landscaping plan @ 1”=10’ scale
  • Driveway cross-section, showing road edge to garage slab
  • One (1) copy of specification sheet including paint chips, roof color, and lighting sample
  • Proof of insurance - $1,000,000 ($500,000 for additions) general aggregate liability coverage
  • One (1) copy of water/sewer availability
  • Property and building corners must be staked
  • ALL trees requested for removal must be clearly ribboned and indicated on site plan.
  • Written application for variance, if any
  • Refundable Completion Deposit (due during permit meeting - see section 14.8.8)
I agree to construct and maintain the above described single family dwelling in accordance with the plans and specifications submitted as the same may be approved by the ACC, and further agree not to allow said single family dwelling to be used as a multiple family dwelling or duplex or to be used in any way which violates the Restrictive Covenants, Rules, and Regulations or Architectural Control Committee Guidelines.

I hereby acknowledge that the ACC, according to the Restrictive Covenants, is in no way responsible for any defects, of whatever nature, in the plans and specifications submitted. I agree to undertake full responsibility to ascertain the lot lines delineating the boundaries of my property. I understand that the ACC in approving my plans and specifications, including site plan, is in no way warranting or representing the actual location of the lot lines delineating the boundaries of my property. I also understand that an infringement onto adjoining properties due to lot clearing or excavation shall be rectified prior to the framing of the structure.

Application submitted by: 

Signature of Owner(s): 
### Specification Sheet

Street Address: __________________________ Div _____ Lot ______

Owner/Contractor: ___________________________________________

Siding Type: __________________________

Trim Type: __________________________

Gable Type: __________________________

Roof Type: __________________________

Lighting Type: __________________________

Retaining Wall Materials: __________________________

Other Finish Materials: __________________________

### Samples

<table>
<thead>
<tr>
<th>SIDING COLOR</th>
<th>TRIM COLOR</th>
<th>ACCENT</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>• Garage Door:</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Other (specify):</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>ROOF COLOR</th>
<th>RETAINING WALL SAMPLE</th>
<th>LIGHTING SAMPLE</th>
</tr>
</thead>
</table>
APPENDIX J
Owners’ and Contractors’ Checklist

Site Plan Including Landscape Details

All Plans to Include the Following Information Legend

Prepared By: Phone Numbers:
Owners Name:
Site Address including Tax Parcel; Lot/Division:

Lot Area Sq. Footage
House Footprint Sq. Footage
Vertical Height
Living Area Sq. Footage
Garage Areas Sq. Footage
Total Impervious Surface
Driveway and Sidewalk Sq. Footage
Driveway Slope Percentage
Deck Sq. Footage
Open Space Percentage
Defined Setbacks
Elevation Landmarks
House & Roof Colors; Lights
Detailed Landscape Plan to Include Tree Removal/Replanting
Whatcom County Planning Review
Information for General Contractors and Owner/Builders

- **Permits:** You must have Whatcom County, Water/Sewer, and SVCA permits prior to commencement of any construction activity.

- **Hours of Operations:** 8am to 6pm, Monday through Saturday (ACC guidelines, Section 14.7.1).

- **Erosion Control:**
  - Silt fences and other silt screening must be installed correctly. See Appendix E for specifications.
  - Areas of exposed soil that will not be modified within 24 hours must be covered with mulch, straw, or plastic sheeting.
  - Soil piles that will not be used within 24 hours should also be covered.
  - Additional materials should be available onsite to implement additional erosion control as needed or required.

- **Portable Toilet:** Must be on site and a minimum of 5’ inside the property lines before clearing commences (Sec. 14.4.2).

- **Track Vehicles:** Any track vehicle unloaded on roadway must be done with appropriate protection between the roadway and tracks (Sec. 14.4.5).

- **Fires or Burning:** No outdoor burning is allowed in Sudden Valley (Sec. 14.7.2d).

- **Road Closures or Blockages:** SVCA security (360-319-8200) and the Fire Department (360-676-8080) must be notified of any closures. Signs and flaggers must be used during the closure. **Failure to notify these departments 24 hours in advance will result in a fine** (Sec. 3.7).

- **Required Inspections:** Erosion Control, Setbacks, Driveway (prior to pouring any concrete), and Final. **Must call 24 hours in advance for each inspection.**
  - **Failure to call for any of these inspections will result in a $200 fine.** Subsequent failures will prompt additional fines that increase per incident
  - **All projects must pass the final inspection prior to occupancy.** Occupancy prior to the final inspection will result in a $100-500 fine and possible loss of the completion deposit.

Failure to meet any of these rules and guidelines may result in fines as determined by the most current Schedule of Fines (Sec. 17).

All citations will be written to the property owner. General Contractors and Owner/Builders are responsible for all Sub-Contractors they employ.