



June 2024

TO: Contractors and Owners/Builders

Hello:

The following is a general list of the Architectural Control Committee (ACC) construction submission requirements derived from the ACC Policies along with a new construction application and summary of important issues that contractors should understand.

We compiled this list to help clarify some of the ACC requirements in a condensed form. This list is not meant to replace the ACC Policies but answers some frequently asked questions regarding new construction submission requirements, site preparation, and project management in Sudden Valley.

If you have any questions, please contact the SVCA office at 360.734.6430.

Best Regards,

Diane Bruneau

Administrative Specialist

360-734-6430 x223

[ACCadmin@suddenvalley.com](mailto:ACCadmin@suddenvalley.com)

## Procedure for Submitting Application

- Applicant must make a plan submittal appointment by **July 31, 2024** with the Architectural Control Committee Administration to submit the application and plans. Please contact staff at 360-746-8431 or [accadmin@suddenvalley.com](mailto: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):

<u>Living Space Square Footage</u>	<u>Amount</u>
○ 1,000 square feet (min.) and greater:	\$3,500
○ Additions (smaller than existing home)	Based on Tier & Inspection Schedule

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:

○ Tier 1	\$360
○ Tier 2	\$620
○ Tier 3	\$880
○ Setback Inspection (if needed)	\$120
○ Driveway Inspection (if needed)	\$100

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.

<u>Project Type</u>	<u>Amount</u>
○ Single Family Home	\$10,000
○ Additions	\$750 and/or variable deposit based on project

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
- **Detailed 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** Colors must be represented using paint chips or painted paper **NO COPIES OR PICTURES**, specific locations of each color body, trim, and accent if applicable, roof color, garage 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:

Commercial General Liability (Occurrence Form)	\$1,000,000/\$500,000 (additions)
General Aggregate *IF MULTIPLE BUILD SITES* (other than Prod/Comp Ops Liability)	\$1,000,000/\$500,000 (additions)
Products/Completed Operations Aggregate	\$1,000,000/\$500,000 (additions)
Personal and Advertising Injury Liability	\$1,000,000/\$500,000 (additions)
Each Occurrence	\$1,000,000/\$500,000 (additions)
<i>Sudden Valley Community Association must be named as Additional Insured</i>	
Workers Compensation and Employer's Liability/Stop Gap	
Workers Compensation	State Statutory Limits
Employer's Liability	
Bodily Injury by Accident	\$1,000,000 for each accident/\$500,000 (additions)
Bodily Injury by Disease	\$1,000,000 policy limit/\$500,000 (additions)
Bodily Injury by Disease	\$1,000,000 for each employee/\$500,000 (additions)
Umbrella Liability	
Each Occurrence and Aggregate	\$1,000,000/\$500,000 (additions)

*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.

12. Plan submittals and compliance reviews will not be conducted on Fridays. A formal appointment is required for both plan submittals and compliance reviews.

# 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 encroachment permit filled out? yes \_\_\_ no \_\_\_  
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, trim, and accent colors 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 – see requirements**
- 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 accurately 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

SIDING/BODY COLOR	TRIM COLOR	ACCENT
		<ul style="list-style-type: none"><li>• <b>Garage Door and front door:</b></li> <li>• <b>Other (specify location):</b></li></ul>
ROOF COLOR	RETAINING WALL SAMPLE	LIGHTING SAMPLE



# **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, Garage, & Roof Colors

Lighting samples and locations

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 3 working days 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.**