



Architectural Control Committee

Building Submission Form:

All owners are required to complete a ***“Building Submission Form”*** for each construction project planned for their lot. The building submission form needs to accompany your proposed project plans in order to be considered. **Please submit all building documents including: *Drawings, Site Plan, Specs or Architectural Plans* to the HICA Office, Attention of the Island Manager.**

You may also:

Email: hioffice@hatisland.com

Fax: (360) 444-6614

Mail: Hat Island Community Association, 3616 Colby Avenue PMB 334, Everett, WA

Here is the Review Process we follow:

<p>Step #1: Owner reads the Restrictive Covenants (CCR's) and the ACC Building Guidelines document. These documents are located on the Hat Island Website Document Library. <u>Your signature is required</u> on this form to confirm that these documents have been read and you agree to adhere to all CCR's and ACC Guidelines as a condition of approval of your project. conditions as related to this project.</p>	<p>Step #2: Submit your completed/signed Building Submission Form along with your plans, detailed drawings including lot setbacks, and specifications to the HICA to the attention of the Island Manager.</p> <p><u>All Lots must be identified with corner markers</u></p>
<p>Step #3: The ACC will review your documents for the project, make a site visit <u>and</u> review your submission for lot line setbacks, and check conformity with the Restrictive Covenants (CCR's). If there are questions regarding the project the Committee will contact you for clarification.</p>	<p>Step #4: The Island Manager will notify you of the approval or rejection of your proposed project. For new construction, a “Water Letter” will be provided (based on water-hookup availability). Contact the Island Manager for Water Letter information, availability, and costs.</p>

Architectural Control Committee Building Submission Form

Lot Owner(s) Name(s): _____ Lot Number: _____

Mailing Address: _____

Cell Phone: _____ Email: _____

Type of Structure: _____

___ *New Construction*

___ *Structural Modification*

Please Note: In accordance with the restrictive covenants, Section #9 only an approved single-family dwelling may be utilized as living quarters at any time. Violation of this covenant will result in the revocation of this approval and the removal of the structure.

Items Submitted:

___ *Building Plans*

___ *Drawings*

___ *Specs*

___ *Other (Please Specify)* _____

Owner Verification Statement:

I have read and understand the Hat Island Community Association's Restrictive Covenants (CCR's) and agree to adhere to these document's requirements. I agree if I violate the covenants or other directives of the ACC/Association, that this may result in fines or the revocation of this approval, and the removal of the structure at my expense. I agree to hold the ACC and the Hat Island Community Association harmless for any compliance issues arising out of other governmental regulations/restrictions.

_____ Date: _____

Owner Signature

_____ Date: _____

Owner Signature