



Architectural Control Committee

Building Submission Form Information:

All owners are required to complete a **“Building Submission Form”** for each construction project planned for their lot. **Note: If your project is for a “Move-In” home/structure, please use the “Move-In Home” Submission Form located in the Document Library.** The building submission form needs to accompany your proposed project plans in order for the project to be considered. **Please submit all building documents as requested in the submission form. Where complete, please submit your plans to the HICA Office, Attention of the Island Manager using one of three methods:**

3 Ways to Deliver Your Plans to Us!

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). This document is located on the Hat Island Website Document Library. Your signature is required as noted in <u>“Owner Verification Statement”</u> of this form to confirm that this document has been read and you agree to adhere to all CC&Rs as a condition of approval of your project.</p>	<p>Step #2: <i>Submit your completed/signed Building Submission Form along with your plans as required in the Submission Form. Missing information will be requested via email and can result in delays in the review/approval process. The application documents are to be sent to the HICA to the attention of the Island Manager. If you have not heard back from the ACC after 30 days, please contact the HICA office.</i></p> <p><i><u>Prior to the scheduled ACC site inspection, all Lots must be identified with corner markers and your building/project staked within your lot lines. Important note: clear access into the property, along property lines, and to each flag (property corners and house site), are required and necessary.</u></i></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. The ACC will prepare notification of approval/denial with conditions as required.</p>	<p>Step #4: <i>If your project is approved, you will be required to review and agree to building conditions set forth in the approval form. Once submitted back to the HICA office, a <u>“Water Letter”</u> for residences <u>only</u> will be provided based on water-hookup availability. Contact the Island Manager for Water Letter information, availability, and costs.</i></p>



Architectural Control Committee Building Submission Form

Submission Date: _____

Owner(s) Name: _____ Lot # _____

Cell Phone: _____ Alt. Cell#: _____

Mailing Address: _____

Contractor Name: _____ Email _____ Cell Phone: _____

Type of Structure: _____

New Construction Structural Modification Garage/Shed Other: _____

Please check that you have included the following information:

_____ Plot/Site Plan that clearly provides the property line lengths, north arrow, scale, contours, and setbacks as required by the CC&Rs. Please accurately include all existing and proposed structures (with dimensions), proposed driveway location and parking areas. **Note: Parking areas may not be located on the Community easement(s).** Drawings must be at a scale of 1" = 20' or 1" = 30'. All plans, elevations, specifications, etc. sheets must have the building type (i.e., shed, garage, SFR), owner name and lot number.

_____ Provide a signed septic system plan by an authorized licensed septic system designer. Lot measurements must be included on the septic drawings that match the plot plan submitted.

_____ Structural/Elevation drawings: Provide elevations for "final average grade" from all sides of the structure. Note: Structures cannot exceed 30 feet in height. Refer to Snohomish County Assistance Bulletin #58 for building height calculations.

_____ House (or other structure) interior drawings to include layout and intended use of each room (i.e., note bedroom, kitchen, bathroom etc.) with room dimensions (if a two-story structure, please include the same information for the upper floor).

_____ Drainage Plan and Critical Areas clearly designated and identified as required by Snohomish County Building Department.

_____ Geotechnical Report as required by Snohomish County Building Department for bluff, shoreline, or interior properties.

_____ Exterior Materials List. List the type of siding to be used, roof materials to be used. If this is noted on the Exterior view/Building Elevations page, please make a note here.

Please Note: In accordance with the restrictive covenants (CC&Rs), Section #9, only an approved single-family residence/dwelling (SFR) may be utilized as a living-quarters at any time. Garages, sheds or other out building /structures with a second floor may not be used for dwelling purposes at any time.

Location Markers for Property Boundries and Property:

Note: The ACC is not responsible for survey or marker location/verification. It is the responsibility of the owner to make sure property boundries have been properly identified prior to inspection/construction.

Please Verify:

_____ All 4 Property Corners at the Pens are Clearly Marked. **Please use flags or stakes to identify the property corners.**

Comments If Needed:

_____ The Project (SFR or other structure) is Clearly Designated. **Please use spray paint, flags or stakes and string to identify all corners (i.e., NE, SE, NW, NE, etc.) of the structure.** These should match the structure dimensions provided in your plot/site plan.

Comments If Needed:

Owner Verification Statement:

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

This document must be signed by all owners of the lot.

Owner Signature

Date: _____

Owner Signature

Date: _____

Owner Signature

Date: _____