



Architectural Control Committee

Move-In Building Submission Form Information:

All owners are required to complete a **“Move-In Building Submission Form”** for any move-in structure coming to the Hat Island Community. The “Move-In Building” submission form needs to accompany your proposed project plans in order to be considered. **Please submit all required building documents as requested in the submission form. When complete, please submit your plans to the HICA Office, Attention of the Island Manager.**

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:

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 “Owner Verification Statement”** 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.

Please review the Move-In House Policy on pages 5 and 6 for requirements of your move-in structure.

Step #2:

Submit your completed/signed Building Submission Form along with your plans as required in the Submission Form. The ACC will make its decision within 30 days of your submission date if all information is submitted and complete. Incomplete 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.

Prior to the scheduled ACC site review, 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.

<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, structure location, 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: If your project is approved, you will be required to review and agree to building conditions set forth in the approval form.</p>
<p>Step #5 Once the approval form with owner initials/signatures agreeing to the conditions is submitted back to the HICA Office, a “Water Letter” for residences will be provided based on water-hookup availability. Contact the Island Manager for Water Letter information, availability, and costs.</p>	<p>Step #6 The owner, owner’s building contractor and moving contractor (as appropriate and applicable) will schedule a meeting on-site to confirm the best haul route for the house move and other related move logistics. Prior to the move, the owner will provide all required documents, Snohomish County building permits, pest control certification and fees as applicable. Pending the specifics of your project, the Manager may have additional requirements as necessary and required for the move.</p>



Architectural Control Committee Move-In Residence/Structure Submission Form

Submission Date: _____

Owner(s) Name: _____ Lot # _____

Cell Phone: _____ Alt. Cell#: _____

Mailing Address: _____

Contractor Name: _____ Email: _____ Cell Phone: _____

Structure Type: _____ Residence _____ Other Structure (Please Identify) _____

Please review the "Move in House" policy located on page 5-6. If you have any questions please contact the Island Manager at hioffice@hatisland.com

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.

_____ Provide any modification "footprint" changes including accurate drawings of any changes to the structure. If none, mark N/A.

_____ Provide actual photographs of the existing structure (all sides).

_____ 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. If different from the photographs of the existing structure, please 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 boundaries have been properly identified prior to inspection/construction.

Please Verify:

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

Comments If Needed:

_____ The Project (i.e., 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 move-in structure.** These should match the structure dimensions provided on your plot/site plan.

Comments If Needed:

Owner Verification Statement:

I /we have read and understand the Hat Island Community Association’s (HICA) Restrictive Covenants (CC&Rs) and agree to adhere to these requirements. I/we have also reviewed and understand the Hat Island “Move-In House” policy. I/we agree that if the covenants, conditions, and/or other directives of the ACC/HICA are violated, fines and/or revocation of this building plan approval, and the removal of the structure at my expense, may result. I/we 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: _____

Date: _____

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Move-In House Policy & Information

If you are considering move-in home options for your Hat Island lot, please review the following important information and requirements.

Before the Move:

1. It may be helpful to talk with Snohomish County about the home you are considering. The County will provide permitting information related to move-in homes. Building requirements can vary from state to state or outside the US. This may or may not impact your decision to purchase a particular home.
2. The Hat Island Architectural Control Committee (ACC) will review your submitted ACC Building Submission form. This form is available on the HICA website. Your request must include: Your lot plan, building drawings, house elevation measurements from all sides from finished grade, and all other information requested on the form. As your home is pre-built, you are also required to provide photos of the house.
3. The ACC will issue its decision after a site review. If there is a denial, you will be given the reason for the denial. Generally, these are minor issues that can be resolved quickly. **If the site review is approved, the ACC will send you a written notice that your plan has been approved pending an approved Snohomish County Building Permit.**

Move-In House Logistics:

1. The owner will provide the HICA office a copy of all required Snohomish County permits, including **approved surface water drainage, critical areas review, foundation (i.e. building permit), and septic permits (i.e. Health Dept.)**, before scheduling the move.
2. Move-in houses may not be moved onto Hat Island until the lot is ready to receive the structure. Pending the specific lot characteristics, other requirements may be requested by the Island Manager or their designee.

3. Move-In houses may not be left on the Community easements/common areas without the approval of the Island Manager. If approved, this will be for a limited time-frame as determined by the Island Management or Board of Trustees.
4. Prior to the move, the Island Manager or their designee will meet with the owner/contractor(s) to determine the best route to the property owner's lot. Logistics include but are not limited to barge/landing craft logistics to prevent damage to the shoreline and other sensitive areas. The Barge Contractor will provide a representative knowledgeable in all aspects of the home move and placement of the structure onto the identified foundation location. Note: The owner and contractor will be responsible for all storage or damage costs related to the inability to place the structure over the foundation hole during the scheduled move date(s).
5. The owner/contractor will provide a certificate from a licensed Washington or other U.S. State or Canadian Province pest control business certifying the building is free of any pests (wasps/bees, bed bugs, termites etc.) or rodents/mammals (rats, mice, opossums, bats etc.) prior to moving the house to Hat Island. The inspection and date of the certificate is required to be within 30 days of the move-in date.
6. The owner is responsible for all move costs, including but not limited to: staff time, tree trimming/cutting, debris clean-up, damage to roads, easements use and damage, and utilities.
7. Move-in fees and insurance requirements are established by the HICA Board and Island Manager.

Move-In House Policy adopted on 6/18/22; Revised 10/17/2022

I have reviewed the above HICA Move-In House Policy and Information.

_____ Date: _____
 Owner Signature

_____ Date: _____
 Owner Signature

_____ Date: _____
 Owner Signature