

CLEARWOOD COMMUNITY ASSOCIATION
ARCHITECTURAL CONTROL COMMITTEE APPLICATION

LOT IMPROVEMENT FORM

MEMBER NAME _____	DIV/LOT _____	DATE _____
ADDRESS _____		PHONE _____
CITY/ZIP _____	CLEARWOOD ADDRESS _____	

CHECK ALL APPLICABLE ITEMS

- ☐ BRUSH CLEARING - Small trees under 3 inches in diameter are considered Brush.
- ☐ TREE REMOVAL - How many _____. Trees to be removed must be tagged and property lines strung.
Tree removal on undeveloped lots (without a home) is not allowed until you have obtained your Thurston County building permit. Some tree removal is allowable ONLY if making space for a campsite or in the event of dead trees.
- ☐ DRIVEWAY/RV PAD - Provide a Site Plan. Provide off-street parking for at least two cars.
CULVERTS ARE REQUIRED ON ALL DRIVEWAYS
- ☐ FENCE/HEDGE - County setbacks apply to all frontages on roadways. A decorative fence no higher than 3-feet may be permitted within such setbacks. Fence colors conform to current CCA standards. Construction must be of wood. Chain link fences are not permitted. All fences must be set back 2.5 feet from property line.
- ☐ DECK - Unattached or added on subsequent to original construction. Provide a Site Plan. If over 30 inches above grade, a Thurston County Building permit is required. Copies of the building plans and County permit must accompany this application.
- ☐ ROOF – Material _____ Color _____
- ☐ PAINT – Structure _____ Color _____ Trim Color _____
- ☐ UTILITY TRENCH- Water, Electric, Etc., locate on Site Plan.
- ☐ OTHER - _____

STRUCTURES

Structures **of any size** require a Clearwood permit. Metal buildings are not allowed, although some types of metal roofing may be used with ACC approval. For any pre-fab construction, provide brochures and/or drawing to show all details. Storage sheds and the like may be of single-story construction only. Paint samples must be provided at the time of permit application.

☐ STORAGE SHED ☐ CARPORT ☐ GARAGE

Structure Size _____ Roof Material _____ Color _____

Siding Type _____ Base Color _____ Trim Color _____

START DATE	COMPLETION DATE	CONTRACTOR NAME	PHONE#
<u>ANY CHANGES OR ADDITIONS TO THE PROJECT MUST BE APPROVED BY THE ACC.</u>			

CLEARWOOD COMMUNITY ASSOCIATION
ARCHITECTURAL CONTROL COMMITTEE

MEMBER NAME	DIV/LOT
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GENERAL INFORMATION

ANY CHANGES OR ADDITIONS MUST BE APPROVED BY THE ACC.

PROPERTY CORNERS MUST BE LOCATED BY THE MEMBER OR A SURVEY PERFORMED. PROPERTY CORNERS MUST BE STAKED AND FLAGGED WITH STRING FROM CORNER TO CORNER. THE MEMBER IS RESPONSIBLE FOR THE ACCURATE LOCATION OF PROPERTY CORNERS. STRUCTURE/HOUSE CORNERS MUST BE STAKED ON THE LOT PRIOR TO ACC INSPECTION.

Lot preparation and all construction must be in accordance with Thurston County Codes and the CCA Covenants. Encroachment on neighboring lots or community property is not allowed. Any cuts into the earth must be a minimum of 2.5-foot set back from any adjoining property line from the top of the cut".

Outdoor fireplaces or fire-pits must be built in accordance with the Covenants.

Tree and brush clearing debris may be burned on site by complying with DNR and CCA Covenants. Building materials debris must be removed from Clearwood. Directions to garbage collection stations are available at the office or from the ACC.

Member agrees to complete the requested permit in a satisfactory manner within the time given by the permit. Failure to do so may result in a violation for not complying with an ACC permit.

Members are responsible for the conduct and actions of their vendors, subcontractors, and guests. Failure to comply with Covenants, Rules, or the terms under which this permit is granted may result in a violation and/or substantial fine.

I hereby acknowledge that I have read and understand the Clearwood Community Association Covenants and Rules and agree to comply with those applicable to this project. Further, I hereby give my permission for a representative of the Clearwood Community Association and/or the Architectural Control Committee to enter my property for the purpose of inspecting the progress of my project and determining compliance with the CCA Covenants and Rules.

Signature_____Date_____

By approving this permit the Association makes no representations regarding the validity of boundary lines as they may relate to neighboring lots and to abutting community property. Applicants are advised that they should seek assistance of a survey and/or legal counsel to determine the accuracy of their boundaries before beginning any work that may affect bordering properties. Furthermore, approval by the ACC does not release members from an obligation to properly secure all applicable necessary governmental permits associated with the proposed improvements.

I affirm that I have accurately ascertained the boundary of my lot, and that upon approval from the ACC, I will make permitted improvements and/or erect the structure(s) accordingly. I further affirm that, in the event that it is later determined (by survey) that my designation is incorrect, any use will be treated as permissive based upon my error, which, therefore, would constitute a waiver of any claim(s) of adverse possession of abutting properties.

Signed_____, Division/Lot _____

Office Use Only	
PERMITS	
Permit not requiring County Permit	\$15.00
Permit requiring County Permit other than Residential/Cabin	\$30.00
Perc Holes	\$125.00

ARCHITECTURAL CONTROL COMMITTEE

Application for Permit

Date: _____

Name: _____

Div/Lot: _____

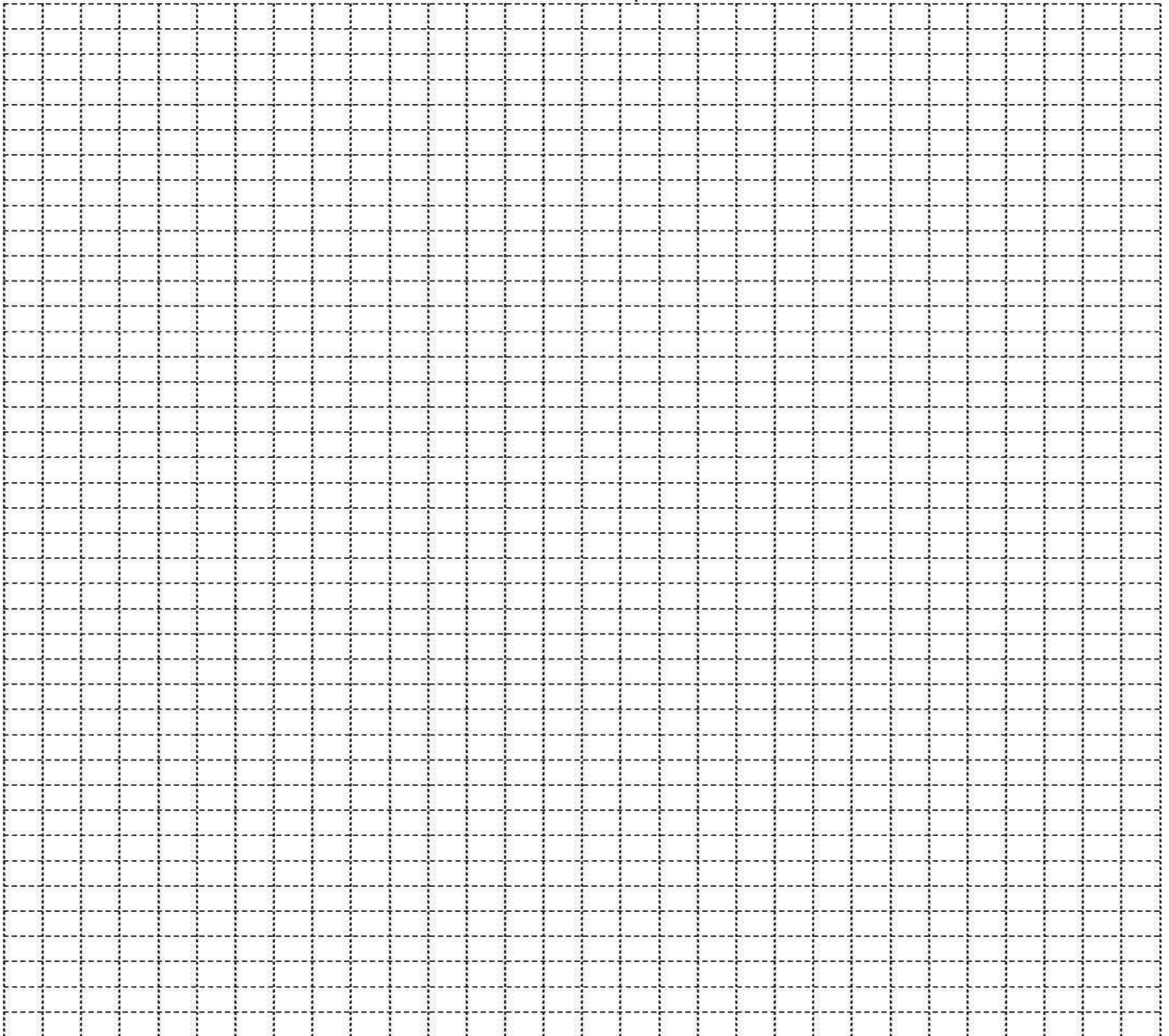
Address: _____

Phone: _____

Use this graph to sketch site plan.

Scale 1/4" 4 ft.

1/4" Grid Paper



ASSESSMENTS MUST BE CURRENT!

COUNTY PERMITS

Septic Systems: Thurston County Environmental Health Dept.

Building: Thurston County Building Dept.

Address: Building Development Center,

3000 Pacific Avenue SE Suite.100
Olympia, WA 98501

THE FOLLOWING LIST **MUST BE COMPLETE PRIOR TO SUBMITTING APPLICATION TO THE ARCHITECTURAL CONTROL COMMITTEE (ACC)**

✓ A Certificate of Water Availability (COWA) must be obtained from Thurston County Environmental Health and brought to the Clearwood office to be completed by the public water surveyor.

✓ Before the Water Certificate can be completed, all fees must be paid to Clearwood Community Association (Impact and ACC fees). And the following must be completed:

- ☑ A completed and signed ACC application, along with a site plan showing proposed placement of house/cabin or outbuilding, you may use the graph provided on the back or this form. Copies of your county building/on-site sewage permit.
- ☑ Provide a set of building plans for your house/cabin or outbuilding showing the dimensions and the exterior materials to be used, including paint color, we must have a sample.
- ☑ Boundary lines must **be located and strung** in order for the ACC to verify setback requirements. (It is the responsibility of the owner to establish property corners). Water meters are not necessarily on the corners. Property lines do not start at the road.
- ☑ All trees to be removed must be clearly marked so the ACC can make a determination.
- ☑ House/cabin or outbuilding corners must be staked on the lot to verify setbacks, (20' from front, 10' from back and 6' from each side). **DO NOT ENCROACH ON NEIGHBORING LAND!**
- ☑ Tree and brush clearing debris may be burned on site complying with CCA and Fire Dept. rules of **one fire 4x4x3 ft.** Building materials must be removed from Clearwood, (directions to garbage collection stations are available at the office or from the ACC).

✓ Once the COWA is complete, it must be returned to Thurston County, they will not approve any plans without it, and you will not get a building permit.

The ACC is a group of volunteers, and their time is valuable to the membership, although they try to complete each request in a timely manner, failure to have all the necessary information complete may result in delays in processing your application. **Be advised your Rules allow for 30-days to process each time additional information is required or changes are made.**

A member of the ACC will inspect your lot and review your paperwork. If they visit your lot and any of the requirements are not complete an additional fee will be added to your account. A third visit to your lot will require you to submit another application.

ALL ASSESSMENTS MUST BE CURRENT!

**DO NOT TAMPER WITH WATER SYSTEM
METERS, BACK-FLOW VALVES OR WATER VALVES OTHER THAN TO
TURN ON AND OFF!!!**

Water Pipe Service Connection is allowed on outflow of back- flow check valve. If, for any reason, a problem exists, contact the Clearwood Office immediately for Clearwood Maintenance to repair. Do not remove any of the water service equipment. There is a minimum \$500 fine for tampering with the integrity of our Water System.