

CLEARWOOD COMMUNITY ASSOCIATION
ARCHITECTURAL CONTROL COMMITTEE APPLICATION

RESIDENTIAL CONSTRUCTION

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

CHECK ALL APPLICABLE ITEMS

- ☐ COWA APPLICATION - **PRIOR TO SUBMITTING TO THURSTON COUNTY** Provide Septic Design and House Plans (Main floor livable space must be at least 600 Sq. Ft.). Property corner stakes must be located, or a survey conducted, and lot corners must be staked and strung. Upon approval by the ACC a numbered CERTIFICATE OF WATER AVAILABILITY will be issued to meet the Thurston County requirements for issuing a building permit. This COWA will expire in one year.

- ☐ OTHER - _____

- ☐ SITE CLEARING - Lot corners must be staked and flagged. Strings must run from corner to corner. Do not encroach on neighboring property.

- ☐ TREE REMOVAL – How many _____. Trees(3" and above) to be **removed** must be tagged and property lines strung. Tree removal is not allowed until you have obtained your Thurston County building permit.

- ☐ DRIVEWAY/RV PAD - Provide a Site Plan. Provide off-street parking for at least two vehicles.
CULVERTS ARE REQUIRED ON ALL DRIVEWAYS

- ☐ UTILITY TRENCH - Water, Electric, Etc., locate on Site Plan
Water lines are to be backfilled with sand or placed in conduit from meter to structure.

- ☐ HOUSE/CABIN -The ACC will require a Septic Design stamped by the County, a copy of the Thurston County Residential Permit, a copy of County approved house plans and paint samples. The footprint of the house must be marked on property.

Size _____ Permit# _____

Siding Type _____ Paint Colors: Base _____ Trim _____

Roof Material _____ Color _____

- ☐ GARAGE - Attached Detached Size _____

Siding Type _____ Paint Colors: Base _____ Trim _____

Roof Material _____ Color _____

- ☐ SEPTIC SYSTEM Permit# _____
Thurston County Permit is required. Copies of permit and engineers design plan must accompany this application.

THE CONTRACTOR MUST HAVE A FINAL INSPECTION BY THE ACC. PLEASE CONTACT THE OFFICE WHEN HOUSE IS COMPLETED.

SIGNATURE _____

ANY CHANGES OR ADDITIONS TO THE PROJECT MUST BE APPROVED BY THE ACC.

CLEARWOOD COMMUNITY ASSOCIATION
ARCHITECTURAL CONTROL COMMITTEE

MEMBER NAME	DIV/LOT
-------------	---------

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		IMPACT FEES	
Permit not requiring County Permit	\$15.00	House & Septic	\$6000.00
Permit requiring County Permit other than Residential/Cabin	\$30.00		
Permit requiring County Permit for Residential Construction	\$200.00		
Perc Holes	\$125.00		

ARCHITECTURAL CONTROL COMMITTEE

Application for Permit

Date: _____

Name: _____

Div/Lot: _____

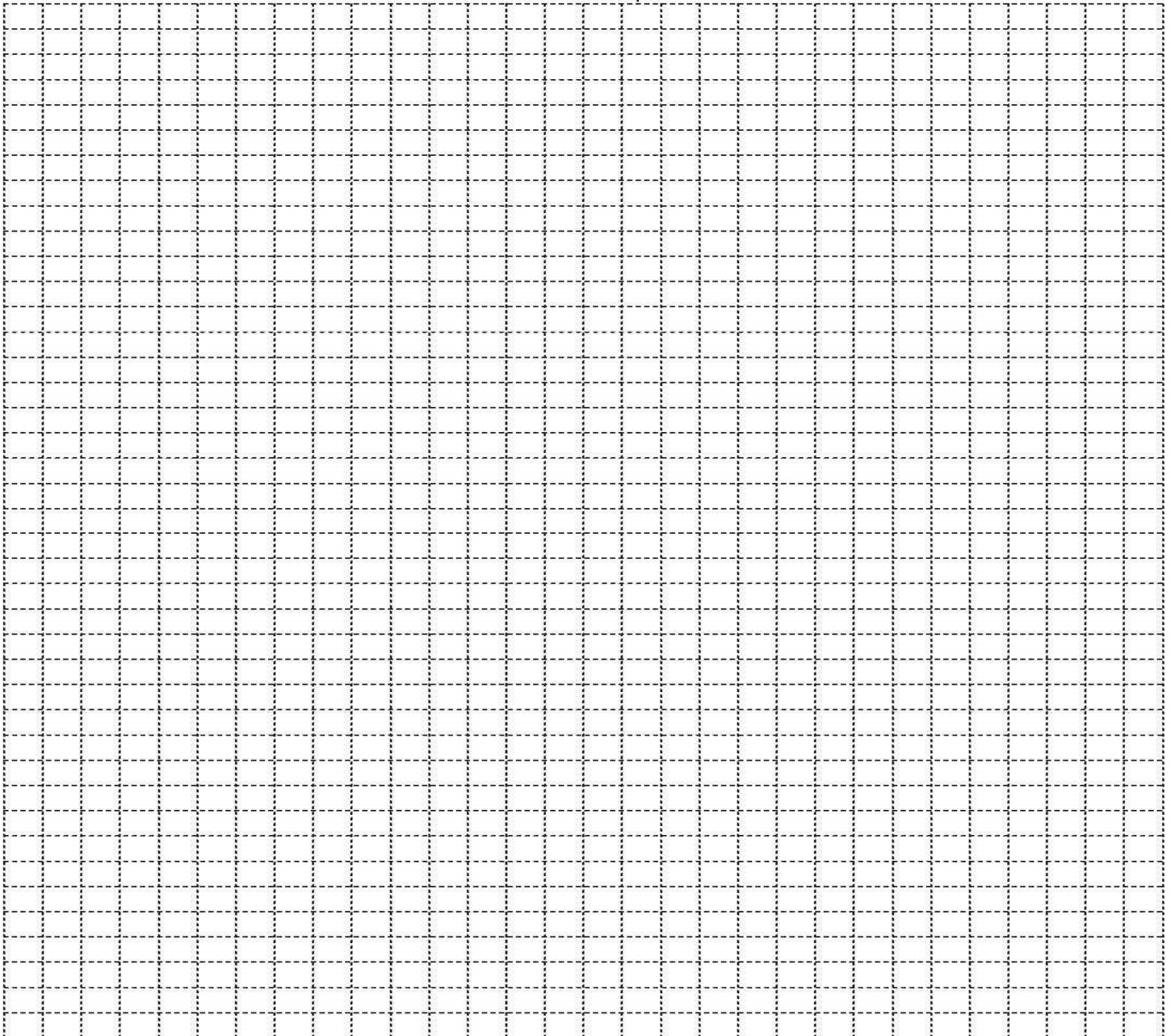
Address: _____

Phone: _____

Use this graph to sketch site plan.

Scale 1/4" 4 ft.

1/4" Grid Paper



ASSESSMENTS MUST BE CURRENT!

HOUSE BUILDING PERMIT GUIDELINES

Step 1

Before Permit can be submitted to the office you must have each of the following:

- ☐ Site plan showing all easements.
- ☐ House plans
- ☐ Septic plans
- ☐ Permit filled out and signed.
- ☐ Graph filled out to scale (page 3 of permit).
- ☐ House color sample
- ☐ Roof color sample
- ☐ Property lines must be strung.
- ☐ House location outline must be strung.
- ☐ If removing trees, trees must be marked, and a Tree Removal Waiver must be filled out.
- ☐ Permit fee of \$200, plus the impact fee of \$6000, must be paid.

Once submitted and payment has been received, ACC will go out and approve/ disapprove permit. If approved, we will provide you with your COWA (Water Availability form) to take to the county. Please allow **7-14 business days** after approval of permit to pick up water availability form. You are allowed to start clearing brush from your lot, put in your driveway, and dig your utility trench **ONLY** during this step. Nothing more can be completed until Step 2.

Step 2

- ☐ Submit a copy of the green Thurston County Building permit to the office.

Once submitted, ACC will go back out and approve/disapprove the house plans. No building or tree removal can begin until you receive your second permit. All house outlines and property lines must remain strung throughout the entire process.

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 7' from each side or 10' ft on corner lots). **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.