

Intent to Build Application Packet

To Whom It May Concern:

BEFORE planning or starting any on-site construction within the Camano Country Club divisions: ALL Owners, Builders/Contractors MUST obtain an 'INTENT TO BUILD' application form.

Please submit the entire document along with the requested papers referred to in this packet to the Covenants Committee for its full approval.

Please note that the Natural Grade is NOT to be disturbed until ALL the attached documents have been approved, signed, and dated by authorized persons of the Covenants Committee.

The required inspections are listed on the attached forms and all builders should allow for time for the Covenants Committee to process the ITB Application, perform the proper inspections, and complete the approval process.

A STOP WORK ORDER will be imposed on the site-property by the Camano Country Club Board of Trustees if construction is started before approval has been made by the Covenants Committee. Any "construction" shall mean and include the site-grading/excavations, as well as at any time during or before the finishing of the constructed site is completed, and if proper inspections have not been called for and/or approved by the qualified Covenants Committee Members.

MEETINGS: The covenants Committee meets at the Clubhouse each month, on the First "Tuesday" of each month at 6pm. (This is a volunteer committee & dates are subject to change. Please call to confirm meeting date/time if you are planning to attend.)

Covenants Committee, Ken Strong 424-328-6392 – Kenstrong1@live.com

For more information email: camanocountryclub@frontier.com

Board of Trustees - CAMANO COUNTRY CLUB

LETTER of AGREEMENT

Camano Country Club BUILDING & USE RESTRICTIONS

TO: Board of Trustees and
Covenants Committee

We, the undersigned, have read the Covenants and understand the Building and Use Restrictions which are applicable to the building site for which we are applying. We further agree to abide by said restrictions and agree to follow the stated specific requirements and procedures shown below.

1. For this building site, the Builder shall submit one copy of the island County approved Septic Permit; a complete set of plans, drawn to scale @ $\frac{1}{4}'' = 1$ foot, in a standard and architectural manner, showing all information and details as required by island County Building Department which is necessary to secure a County building permit.

The Plot plan shall be submitted, drawn to scale show all information which is required by Island County, Plus the following:

- a) Relative elevation of all lot corners.
 - b) Profile of the lot, which is submitted herein, shall be drawn to scale, with sufficient detail to show clearly the relative elevation of the natural grade in relationship to the proposed structure. Show footing elevation, main floor elevation and the roof elevation. EACH of these elevations shall be shown in relationship to the highest point (control point), which is the natural grade on the lot.
2. BEFORE ANY BUILDING CAN COMMENCE, the Builder SHALL call the Committee, allowing a time span of a minimum of 72-hours (excluding holidays & weekends) prior to the Committee coming to the site to inspect the lot to verify the profile and measurements for approval of the ITB; and also call **BEFORE** making the required inspections and approval of same, namely; 1. At Excavation before forms are placed; 2. When Main sub-floor is in place; 3. When Roof trusses or rafters are in place; and last, 4. When the building site has been completed and Clean-Up of site is finished.
 3. The OWNER, BUILDER, and /or ANY AND ALL SUB-CONTRACTORS, SHALL BE HELD LIABLE FOR NOT CONFORMING TO THE COVENANTS.
 4. *In the event that the Owner and /or Builder/Contractor fails to adhere* to the provisions in this Letter of Agreement and/or that the data submitted on the attached and approved ITB notification form is incorrect, a STOP WORK ORDER will be issued and placed on the building site. No further work on the site will be allowed once the STOP WORK ORDER is posted.
 5. A STOP WORK ORDER shall remain in effect until corrective action is agreed upon between the Board and the Owner/and or Builder.
 6. In the event the Board is required to obtain legal advice and /or services in order to determine what corrective actions or measures are required to bring the building site referenced above into compliance with the Building & Use restrictions, the Owner shall be assessed all of the costs associated with those legal services.

Owner: _____
(Print Name)

Owner Signature: _____ Date: _____

Builder/Contractor: _____ License # _____
(Print Name)

Contractor Signature: _____ Date: _____

Camano Country Club ITB Application Instructions

The building and use restrictions of the country club covenants in effect within the Camano country club area requires that an **Intent to Build (ITB) Notification** must be filed with the covenants committee **BEFORE** any building can commence in this area! This ITB is completely separate from any and all county permits and inspections which have previously been applied for.

The Board of Trustees of the Country Club reserves the right to impose a **STOP WORK ORDER** on any or all construction which does not conform to the Camano Country Club Building & Use Restrictions and/or which has not been reviewed and approved by the Covenants Committee. (Refer to items 4 and 5 of the Letter of Agreement on Page 2 of 6.)

1. This intent to Build Notification shall be completed and include the following data:

- a. One complete set of final building plans. These plans must include the right and left side elevations, showing the true foundation in relation to the actual natural grade of the building site. The elevation of the main living floor level relative to the highest property corner must also be stipulated.
 - b. A copy of the approved septic permit for this building site, issued by island county, WA.
 - c. A Side profile of the site, showing the lay of the land with the house elevational view super imposed on the drawing.
 - d. A processing fee as follows must be submitted with each separate ITB notification: \$500 for a house; \$200 for a garage, carport, deck or a remodel; or \$50 for a simple shed of 200 ft.² or less.
2. Approved ITB's shall not be valid after twenty-four (24) months of the date approved.
 3. An approved ITB shall NOT be transferable for *any* reason to another property owner or building contractor or any developer, due to sale of specified property, or other transaction regarding said property.
 4. The building contractor SHALL call the Committee, allowing a time span of a minimum of 72 hours (excluding all holidays and weekends) prior to the committee coming to the site to inspect the lot to verify the profile and the measurements shown on the ITB and must also **CALL BEFORE** proceeding with any construction of the three building phases which require inspection and approval, namely: 1. At excavation before forms are placed; 2. When main subfloor is in place; and 3. When roof trusses or rafters are in place. **A FINAL 4th INSPECTION of the site property shall be made and approved by the committee upon completion of all building by the contractor.**

Building Restrictions

SIZE: a minimum of 700 ft.² (unless otherwise stipulated in the applicable building and use restriction), on the main living floor, excluding attached garage or carport, porches, decks, patios, and passageways.

HEIGHT: (Additions one through 14); 1 ½ stories as described: shall mean that the cubic foot volume of space between the roof and the ceiling of the main living level of a dwelling, limited to 1 ½ stories in height, shall not exceed 50% of the cubic volume of said main living level based on an 8 ft. ceiling height. Said main living level is defined as that level on which the living room, eating area and kitchen are located. Said main living level shall not be more than 4 ft. above grade for more than 50% of the total perimeter or more than 8 ft. above grade at any point. (Grade is *always* defined herein as the existing natural grade.)

(Additions 15 through 25); The maximum roof height is 14 feet above the building site. (Normally, the highest property corner.)

Setbacks: Front: 20 ft. Rear: 15 ft Sides: 5 ft. (Unless County code is greater)

CONSTRUCTION TIME: The exterior finish and appearance **MUST** be completed within 12 months from the time that construction has started. (Accessory building must be completed in 6 months.)

ACCESSORY BUILDINGS: No accessory building shall exceed 14 feet in height above the finished grade on any lot or building site. (14 feet above finished grade shall mean: "the 14-ft. height of accessory buildings for finished grade shall be determined by the four corners of the accessory building. Measuring from the lowest point of the four corners of the accessory building will determine the 14-ft. height")

MOBILE HOMES: Only Allowed in Addition #23, per Covenants.

INTENT TO BUILD (ITB) NOTIFICATION – Camano Country Club

BUILDING SITE DESCRIPTION: Addn. _____ Blk. _____ Lot _____ Job No. _____

SITE ADDRESS: _____ EMAIL: _____

OWNER NAME: _____ **PHONE:** _____

Mailing Address: _____ Beach Club Member No.: _____

City: _____ State: _____ Zip _____

BUILDER / CONTRACTOR NAME: _____ **PHONE:** _____

Address: _____ City: _____ Email: _____

(Check each applicable item)

BUILDING DESCRIPTION: HOUSE _____ ACCESSORY BUILDING _____ ADDITION/DECK/CARPORT _____ SHED _____

Building Type: _____ Height Class _____

Main Living level (in feet) _____ X _____ X _____ = Volume _____

Volume Under Roof (in feet) _____ X _____ X _____ = Volume _____

1 ½ Story Level: _____ X _____ X _____ = Volume _____

Floor Height Relative to Highest Property Corner (Control Point): _____ Feet

Roof Height: _____ (feet (+ or -)) Roof Pitch: _____ / _____

Setbacks: Front: _____ Street; Rear _____ ft; Sides: _____ (N or W) and _____ (S or E)

REMARKS: _____

ESTIMATED CONSTRUCTION SCHEDULE: Begin Date: _____ Completion Date: _____

Attached Check No. for ITB: _____ Dated: _____ Amount: \$ _____ Lending Bank: _____

Copy of Septic Permit Attached (Y/N): _____ Plot Plan with Elevations & Profile Attached (Y/N): _____

County Building Permit Applied For (Y/N): _____ Approved (Y/N): _____ County Number: _____

FOR OFFICIAL APPROVAL AND REMARKS ONLY:

BY: _____ Date: _____
(Covenants Committee Approval)

CONSTRUCTION APPROVAL: _____ Date: _____
(Board of Trustees Approval)

OFFICIAL REMARKS: _____

Inspection No 1 (EXCAVATION): By _____ Elevation Below Designated Control Point: _____ Date: _____

Inspection No 2 (MAIN FLOOR): By _____ Elevation Above Designated Control Point: _____ Date: _____

Inspection No 3 (ROOF HEIGHT): By _____ Elevation Above Designated Control Point: _____ Date: _____

Inspection No 4 (FINISHED CLEAN-UP): By _____ Date: _____

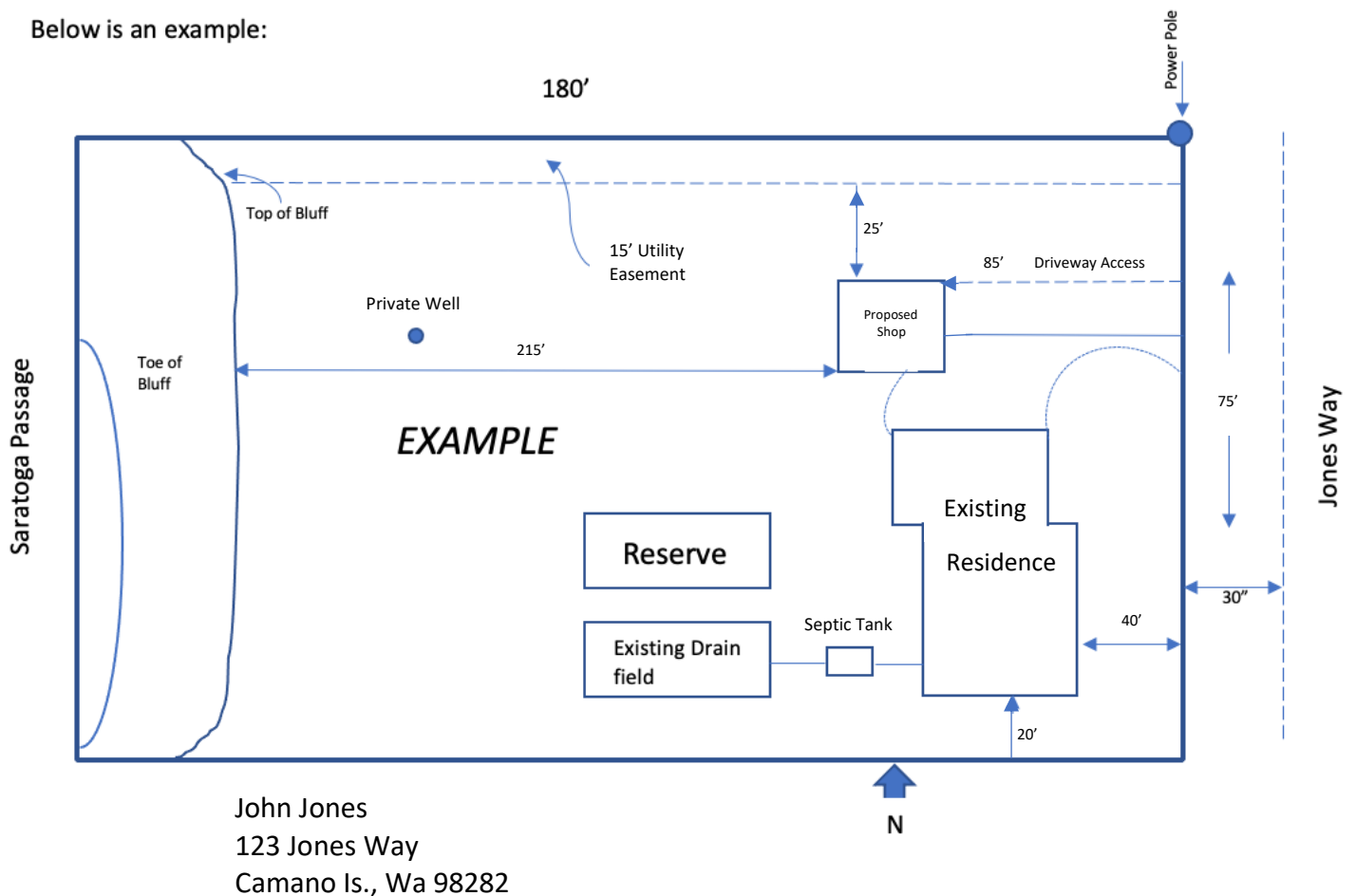
EXPLANATION OF A SITE PLAN AND WHAT MUST BE INCLUDED FOR AN ITB

A plot plan (site plan) is an accurate and detailed map of your property. It shows the size, shape, and special features of your property, and the size and location of any buildings, septic area, or other improvements to your property. Your plot plan will show what currently exists and any changes or improvements you are proposing to make.

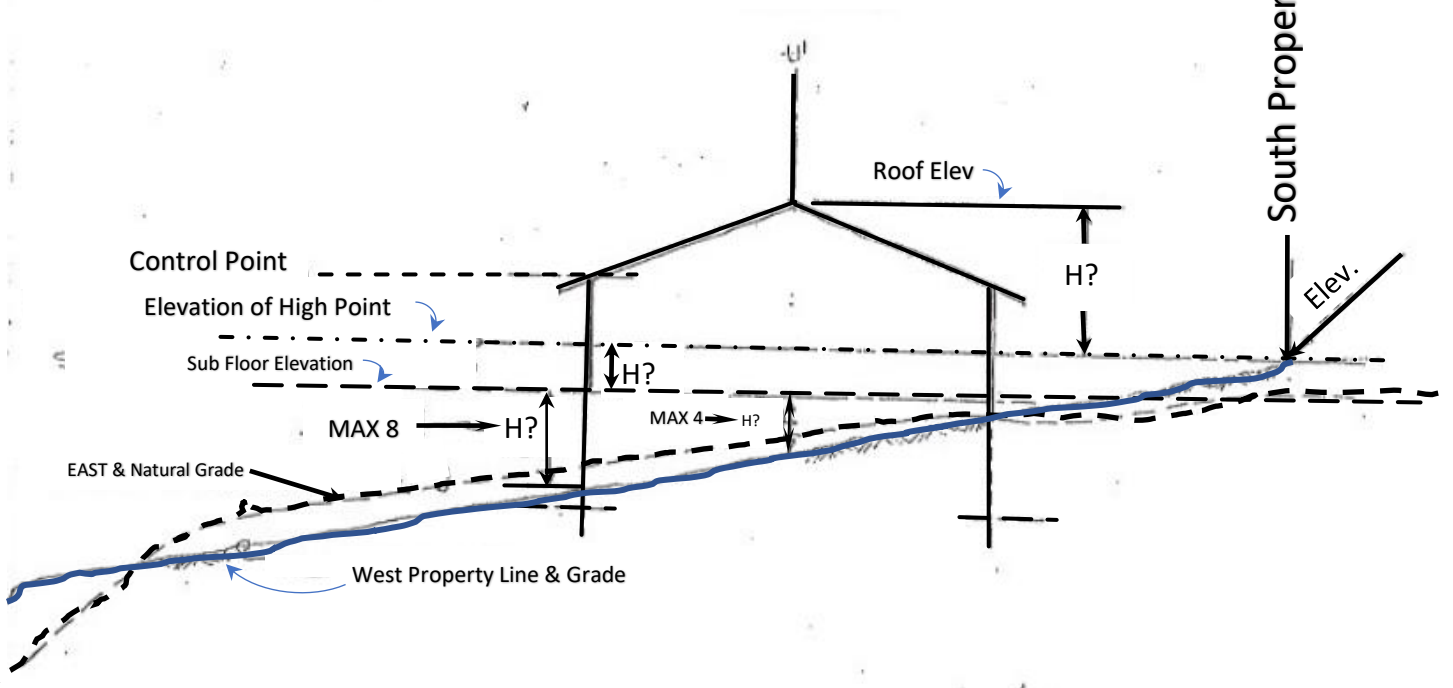
The Plot Plan Requirements are as follows:

1. Must be drawn to a standard scale (i.e., 1" = 30 feet)
2. Name and address of property owner
3. Shape and size of lot with accurate dimensions
4. Show any special land features (IE, bluff line, slope, streams, ponds, ravines, swamps, etc.)
5. Location and size of all existing buildings (temporary or permanent) and proposed buildings. Be sure to include all decks, roof overhangs, porches, retaining walls, patios, parking areas, etc. Show set back distances from the property lines.
6. Location of septic tank, drain field and reserve area
7. Location of entry (access / driveway)
8. Enter the names(s) of road(s) bordering property
9. Indicate which direction is North
10. Indicate and all easements on the property (access, utility, drainage, etc.)

Below is an example:



Side Profile Example



Profile: John Jones	
ADD: _____	BLK: _____ LOT: _____
ADDRESS: 123 Jones Way, Camano Is. 98282	
SCALE: 1" = 50'	
BY: _____	DATE: _____