

SOUTH BAY COMMUNITY ASSOCIATION

Application No. \_\_\_\_\_

COMMON AREA & LIMITED COMMON AREA PERMIT APPLICATION

TO: Village ARC Representative, Village Board and SBCA Architectural Review Committee

Property Owner(s): \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: (\_\_\_\_\_) \_\_\_\_\_

Village: \_\_\_\_\_

Where will work take place: \_\_\_\_\_

FULL Description of project including photo documentation:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Use extra pages as needed.

Contractor must be licensed & bonded to do work in common & limited common areas. Contractor details:

Name \_\_\_\_\_ Phone# \_\_\_\_\_

Address: \_\_\_\_\_

License # \_\_\_\_\_

---

I have read the South Bay Community Association Design Standards, The South Bay Master Declaration of Covenants, Conditions and Restrictions and the Supplements pertaining to my Village. Any planned deviations to those documents are explained in this application. **The ARC meets on the third Friday of the month. The deadline for submitting an application for review is close of business on the Friday before the ARC meeting.**

Signature of Owner(s):

\_\_\_\_\_ Date: \_\_\_\_\_

\_\_\_\_\_ Date: \_\_\_\_\_

---

SOUTH BAY COMMUNITY ASSOCIATION

**Neighbor Notification**

Application No. \_\_\_\_\_

This notice is to inform my neighbors that I propose to do some work on my property (details attached). Neighbor: by signing this page, you only acknowledge that you have been made aware of the proposed project, not that you approve or disapprove of any or all portions of the proposed project. The SBCA ARC meets on the third Friday of each month at 9AM at the Bay Club. The meeting is open to all Members. You do not have to attend the meeting but are welcome to do so if you have questions or concerns about the application.

---

The following neighbors have been notified and/or seen this application.

Short Project

Description: \_\_\_\_\_

Name - \_\_\_\_\_ Comments  
Address- \_\_\_\_\_  
Phone Number- \_\_\_\_\_

Signature - \_\_\_\_\_ Date - \_\_\_\_\_

Name - \_\_\_\_\_ Comments  
Address- \_\_\_\_\_  
Phone Number- \_\_\_\_\_

Signature - \_\_\_\_\_ Date - \_\_\_\_\_

Name - \_\_\_\_\_ Comments  
Address- \_\_\_\_\_  
Phone Number- \_\_\_\_\_

Signature - \_\_\_\_\_ Date - \_\_\_\_\_

Name - \_\_\_\_\_ Comments  
Address- \_\_\_\_\_  
Phone Number- \_\_\_\_\_

Signature - \_\_\_\_\_ Date - \_\_\_\_\_

Applicant: Inform your affected neighbors of this application and have them sign this page or record the date you informed them of your application. Applications will not be accepted without this sheet completed.

SOUTH BAY COMMUNITY ASSOCIATION

Village ARC Representative ( ) Approved ( ) Disapproved  
( ) Approved with Condition  
( ) Forwarded to SBCA Architectural Review Committee

Village ARC Representative  
Signature \_\_\_\_\_ Date \_\_\_\_\_

**Please have your Village HOA Board fill out this section:**

Date (or dates) the Village Board approved this project: \_\_\_\_\_  
\_\_\_\_\_

Names of Board representatives who voted on this application.

Reviewed Date \_\_\_\_\_

		A	C	D	
_____	Signed: _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Date: _____
_____	Signed: _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Date: _____
_____	Signed: _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Date: _____
_____	Signed: _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Date: _____
_____	Signed: _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Date: _____

If more than 5 board members please use other side                      A – Approval, C – Conditional Approval, D - Deny

What condition if any for approval has the Village HOA Board put on this permit?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_ Use extra pages as needed

The Village HOA must have a representative(s) responsible to monitor the work while this project is in process. Please list the name of the representative(s) who will be present when work is being done:

\_\_\_\_\_

How and in what way did the Village HOA Board get the information to all the Members of the village about this application: \_\_\_\_\_  
\_\_\_\_\_

Do any Members of your Village disagree with this project? Yes \_\_\_\_\_ No \_\_\_\_\_

If so explain why they disagree: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

SOUTH BAY COMMUNITY ASSOCIATION

Dated photographs of the project are to be turned in and added to this file when work is completed.

Application No. \_\_\_\_\_

PROJECT CHECK LIST

A. Provide a **Site Plan**.

- The **scale** of the site plan is not less than 1 inch representing 20 feet (i.e. 1:240).
- Check and show on the plan **each item that applies** to this proposed project; enter N/A if an item does not apply.

- \_\_\_\_\_ a. An arrow indicating north.
- \_\_\_\_\_ b. Location of the proposed project within the common area or limited common area.
- \_\_\_\_\_ c. General topography showing any significant grades or slopes with contour lines.
- \_\_\_\_\_ d. Installed and natural drainage.
- \_\_\_\_\_ e. Design of irrigation system and location of sprinkler heads.
- \_\_\_\_\_ f. Location of ponds, arbors, and rockeries.
- \_\_\_\_\_ g. Location of Port Ludlow Trail System, footpaths, and steps. (If project intends to modify any, describe or identify the materials to be used).
- \_\_\_\_\_ h. Location and identification of plants that might be affected by the proposed project. (plant list should identify species and show height and spread at maturity)
- \_\_\_\_\_ i. Location of out door lighting.
- \_\_\_\_\_ j. Material storage and/or staging areas during project.
- \_\_\_\_\_ k. For modifying (e.g., trimming, felling) trees, identify all trees affected.

B. **Jefferson County Permit** required? Yes ( ) No ( ). Check the Port Townsend and Jefferson County Building Code (Jefferson County Department of Community Development, 360-379-4450).

C. **Photographs** of (i) current view and (ii) at time of purchase for view-maintenance projects.

D. **Plant list**. List of species (common or specific name or both and showing height and spread at maturity).

## **Appendix A: Examples of Projects and Approving Entities**

This is not an inclusive list of projects, only common examples.  
Check with the SBCA Design Standards and the Village ARC for more information.

### **1. No Application Necessary. No Permit or ARC Approval Required**

- Plant annuals in existing beds
- Trim or remove dead or wind-felled trees (or trees felled by other sudden acts of nature) of any size provided that a photograph of the fallen tree before the tree is cut is available for review by the Village or SBCA ARC.
- Trim or remove live tree(s) that meets the following conditions— (a) the tree's trunk has a diameter less than 6 inches at a height 5 feet above the ground, **and** (b) the tree's base is farther than 15 feet from the shoreline of marine waters.<sup>1</sup>

### **2. Submit Application to Village ARC. Projects Approved by the Village ARC Unless They Are Extraordinary In Nature Or Have The Potential For Impacting Multiple Villages. Village ARC to consult with SBCA-ARC on new installations or when there is a question on the project's potential impact.**

- Paint house exterior, same or new color
- Install or replace heat pump
- Install or replace emergency generator
- Install or replace hot tub
- Install or replace satellite dish
- Install or replace propane tank
- Install or replace exterior light fixtures
- Install or replace skylights
- Install or replace solar panels
- Install or replace siding or roof with material like or identical to original
- Modify original landscaping

### **3. Submit Application to SBCA ARC. SBCA-ARC Review and Approval**

- New home construction & landscaping
- New or expanded garage
- New or expanded deck
- New or expanded patio
- New or modified retaining wall
- New or expanded deck conservatory
- New or expanded pet containment
- New or expanded room, including sunrooms
- Trim or remove a tree with a trunk diameter greater than 6" at 5 feet above the ground

---

<sup>1</sup> For shoreline lots, ensure project is consistent with the Jefferson County Vegetation Management Formula.