

# TIMBERLAKE BUILDING PERMIT APPLICATION



## TIMBERLAKE COMMUNITY CLUB, INC.

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~Pride in Ownership~

### BUILDING PERMIT APPLICATION

**PLEASE read thoroughly before signing NO work can be done without ALL \*\*APPROVED Mason County and Timberlake APPROVED Permits**

\*All property owners upon purchasing a Timberlake lot(s) should have received a copy of bylaws, covenants and regulations from the title company that processed the legal paperwork. Your real estate person should have informed you that Timberlake Community is governed by covenants. If you should be a person who, by chance, did not receive these documents, they are available at the Timberlake office or online at [www.timberlakecc.com](http://www.timberlakecc.com).

\*Our community is governed by these documents for the betterment and wellbeing of all. Those who violate these common rules will receive a written notice from the Architectural Committee with Board of Trustee approval. If corrective action is not taken within the allotted time, then legal action by the Board of Trustees will be forthcoming.

\*Each member is advised to become familiar with all applicable rules so that the application process can proceed smoothly. If we all abide by the covenants and show respect for our neighbors and pride in our community, Timberlake will be a place where we all can hold our heads up with pride and say to all, "Yes, I live at Timberlake."

### TIMBERLAKE BUILDING PERMIT PROCEDURES

OWNER OF RECORD MUST BE IN GOOD STANDING BEFORE PERMITS CAN BE PROCESSED AND APPROVED

**CALL 811 BEFORE YOU DIG**

Timberlake permits are issued to Owners of Record ONLY. If the applicant is not the owner of record, the permit will be held until the purchase is closed and completed. Permits are not transferable, not assignable and the fees are non-refundable.

**Most changes, additions, or improvements to your property will require a Timberlake and/or a Mason County Permit. Those requiring only a Timberlake permit include tree cutting, fences, and sheds or outbuildings with a dimension of less than 200 sq. ft.**

However, Mason County Planning Department (Shoreline Management) must approve all planned improvements on or within 50 feet of the waterfront. This includes docks, sheds, tree removal, brush clearing, etc.

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Mason County requires a setback on the back and sides of the property in **addition** to the Timberlake Covenant Utility Easements, Variances of county setback may be requested by contacting the county. A 20-foot setback is required on the front property line. No variances from any controlling rules will be allowed. Approval is subject to securing and continuing state and local approval for all aspects of the project requiring such approval.

You will need to provide the following with your permit application:

Water Adequacy Form: All new residential construction, whether it is stick-built or a manufactured home, will require Water Adequacy. Mason County will provide you with this form when you initially request a county permit. Timberlake must complete the form, then it will be returned to you for submission to Mason County for permit approval. For all owners of record after August 1, 1997, the Water Adequacy Fee is **\$2,500.00**. For owners of record prior to that date the Water Adequacy Fee is **\$250.00**. **Please allow 2 full working days for completion of the Water Adequacy Form. This is a non-refundable fee. (See Water Policy Regulation 04-01, Paragraph A-I.)** *NOTE: If construction has not been completed within 12 months of issuance of this Determination of Adequacy, verification will be withdrawn, and a notification thereof will be forwarded to the Mason County Health Department.*

**\*\*Upon receipt of the Mason County Permit, submit the following documentation to Timberlake:**

1. Copy of Mason County permit application stamped "Received."
2. A plot plan showing location of all grading, clearing and tree-cutting activities; placement of the septic system, including all components; and drainage patterns before and after project completion. The plot plan must also show the location of all structures and other changes to the lot including residences, garages and carports, sheds, fences, etc.
3. Copy of building plans showing elevations, floor, and foundation plan for stick-built homes.
4. Copy of septic system design, approved by Mason County, or documentation of good septic already in place on site.
5. All corners of lot, structures, and drain field must be staked prior to site inspection and final approval.
6. Flag all trees that are to be removed.
7. Notify the Operations Manager when the property is staked, trees marked, etc. and ready for site inspection. If the Operations Manager has already been notified that the property is staked, etc., then the field crew will immediately proceed with the site inspection.
8. Used mobile / manufactured homes must submit current photos and proof of age along with building permit. No mobile [manufactured homes older than 10 years can be placed or moved within the community.
9. Submit Items 2 thru 8 to Timberlake, along with pages 4 and 5 of this application for Timberlake Permit approval.
10. Any changes requested (including setbacks) after the approval of a permit must go back through the Architectural Committee for re-approval.
11. If your application is declined, you will be notified by phone or mail in a timely manner.
12. If at any time during the project you are found to be beyond the scope of approval, a Stop Work Order will be posted at the site and a non-compliance penalty will be assessed. In addition, for any violation,

Timberlake Community Club, Inc. may at its option record with the Mason County Auditor a "Declaration of Noncompliance" describing the circumstances as they appear to the association at the time of recordation.

**\*\*\* If you have any questions about obtaining a permit, or which permit(s) will be required, please contact the office for more information\*\*\***

**Please allow 2 — 3 weeks for processing**

**PERMIT APPLICATION**

**For all new residential construction, there is a Water Adequacy (Hook-up) Fee of \$2500.00 For Owners-of-Record prior to August 1, 1997, the Fee is \$250.00**

*All Fees are non-refundable.*

Please review the attached check list and make sure you have all the necessary documentation to support your application.

Division: \_\_\_\_\_ Lot # \_\_\_\_\_ Date: \_\_\_\_\_

1. Owner of Record: \_\_\_\_\_

2. Mailing Address: \_\_\_\_\_

3. Phone Number(s): \_\_\_\_\_

Timberlake Property Address: \_\_\_\_\_

Email: \_\_\_\_\_

**4. Purpose of Permit- \$250.00 Permit Fee:**

**a. New Residence - Minimum 600 square feet**

1. Manufactured Home \_\_\_\_\_

2. Modular Home \_\_\_\_\_

3. Frame House \_\_\_\_\_

**5. Septic System (\$100.00) \_\_\_\_\_**

**6. Purpose of Permit - \$75.00 Permit Fee:**

a. Garage (not included in house plans) \_\_\_\_\_

b. Shed/Utility Building (more than 200 square feet) \_\_\_\_\_

c. Car/RV Port. Structure (more than 200 sq ft.) \_\_\_\_\_

**7. Other: \$20.00 Permit Fee:**

a. Shed/Utility Bldg. (200 sq. ft. or less) \_\_\_\_\_

b. Fence: \_\_\_\_\_

c. Tree cutting: \_\_\_\_\_

d. Dock: \_\_\_\_\_

e. Car/RV Portable Structure (200sq. ft. or less) \_\_\_\_\_

f. Green House \_\_\_\_\_ (120 sq ft or less).

g. Concrete Slabs, Driveways \_\_\_\_\_

h. Other Purpose, example (\$20.00) Spa, Pond, Sprinkler System, Deck: \_\_\_\_\_

**8. Preferred Start Date: \_\_\_\_\_ Estimated Completion Date: \_\_\_\_\_**

# TIMBERLAKE BUILDING PERMIT APPLICATION

- A. To comply with all Timberlake Covenants, Conditions and Resolutions/Regulations
- B. I hereby agree to complete my project in the time allotted (1 year from approval date). I understand that if I have not completed my project in the time allowed that I will be charged a \$500 fine for failure to complete the project in the allotted period provided I did not apply for and receive an extension.
- C. All changes to this agreement must be approved by the Board of Trustees prior to commencing any work.

Approvals are not transferable to subsequent owners. It is anticipated that a subsequent owner will receive approval for an already approved project, but at the time of reapplication, the project will be reconsidered, including for compliance with the original approval. All the owners of a lot must sign this Project Permit Application Process form. By so signing they are representing that they have read and understood this form, they agree to all the terms as stated herein, and they promise to respect and follow all Timberlake Community Club, Inc. rules as they apply to their project. They also certify that they have, or will, notify contractors as specified on the following page. .

**I hereby acknowledge that this permit is non-transferable, not assignable and the fee is non-refundable. I agree and acknowledge by signing this Application that NO work can begin without all APPROVED DOCUMENTS BY MASON COUNTY AND TIMBERLAKE, OR FINES WILL BE IMPOSED**

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Owner/Applicant

(May not be signed by an agent)

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**FOR PROJECT PERMITTING COMMITTEE MEMBER TO SIGN**  
**Building / Tree Cutting Permit Committee action:**

Approved \_\_\_\_\_ Date: \_\_\_\_\_  
Disapproved \_\_\_\_\_ Date: \_\_\_\_\_

Conditions for approval/ reason for denial: \_\_\_\_\_

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

**\*\*Please help us approve your application in a timely manner. Make sure you have all the information required. This is the checklist that will be used when you submit your application\*\***

G. 1. Does it require a permit? Structures, clearing/grading/filling, tree-cutting, septic 's, previous permit issued to previous owner, previous permit over 12 months old.

G.2. Is this part of a current project or just a cut and sell? No permit without current plans to follow through with a completed project.

G.3. Carefully check the time of application.

G.4. Setbacks/staking and stringing/tree flagging. No variances. Check prior to commencement of work, and then re check for compliance.

G. 5. Agreement, application completed and signed by current owner?

G.6. Attachment A — Building plans. Foundation, floor, roof plans, exterior elevations for all structures.

G. 7. Attachment B Copy of all Mason County permit approvals. Must show permit approval numbers and other identifying criteria, and include septic, water/wetlands, and other site-specific approvals.

G. 8, Attachment C- Plot Plan. Grading, clearing, tree-cutting, septic, drainage patterns before and after construction, structures. This is essential. Check all grading, filling, cutting, drainage patterns, septic sites, improvement sites prior to commencement of work, then re-check to ensure compliance.

G9. Attachment D - Contractors. List of all prime contractors and others with job site authority, with names, telephone numbers, addresses, contractor's registration number, and alternate contacts.

G, 10. Manufactured Homes. Copy of the title, accurate pictures, and foundation plans.

Checklist completed by: \_\_\_\_\_ Date: \_\_\_\_\_

**CONTRACTORS:** The owner/applicant agrees to inform the prime contractor, and any other contractors who have job site authority at any time, of the Timberlake Community Club, Inc, rules as they apply to the project. The owner/applicant also agrees to ask for, and receive, the promise of any contractors that they will abide by the Timberlake Community Club, Inc. rules, and that if a Stop Work order is posted at the project site or otherwise communicated to the owner/applicant and/or contractor, that it will be respected. Failure to comply with a Stop Work order carries consequences for the owner/applicant as specified herein, and in other related Timberlake Community Club, Inc. rules; consequences for the contractor include all available remedies at law, as well as a prohibition against the contractor from working on projects at Timberlake Community Club, Inc. for up to two years, Construction sites must be kept clean and free of debris. The 10-day rule applies.

### CONTRACTOR INFORMATION

Please list all Contractors/Subcontractors that will be working at job site:

1. Name: \_\_\_\_\_ Phone: \_\_\_\_\_  
Address: \_\_\_\_\_ Alt. Phone: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
WA License# \_\_\_\_\_

2. Name: \_\_\_\_\_ Phone: \_\_\_\_\_  
Address: \_\_\_\_\_ Alt Phone: \_\_\_\_\_  
City: \_\_\_\_\_ State \_\_\_\_\_ Zip: \_\_\_\_\_  
WA License # \_\_\_\_\_

3. Name: \_\_\_\_\_ Phone: \_\_\_\_\_  
Address: \_\_\_\_\_ Alt Phone: \_\_\_\_\_  
City: \_\_\_\_\_ State \_\_\_\_\_ Zip: \_\_\_\_\_  
WA License #: \_\_\_\_\_

4. Name: \_\_\_\_\_ Phone: \_\_\_\_\_  
Address: \_\_\_\_\_ Alt Phone: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
WA License # \_\_\_\_\_

5. Name: \_\_\_\_\_ Phone: \_\_\_\_\_  
Address: \_\_\_\_\_ Alt Phone; \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
\_\_\_\_\_



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

Div... \_\_\_\_\_ Lot: \_\_\_\_\_

**Attn: All Timberlake Community Club, Inc. building permit applicants .**

The Timberlake Water Board and the Timberlake Board of Directors have approved as part of the Timberlake Cross Connection Control Program the following: **\*\*BACKFLOW PREVENTION ASSEMBLY IS REQUIRED FOR ALL NEW CONSTRUCTION HOMES IN TIMBERLAKE\*\***

**\*\*BACKFLOW ASSEMBLIES MUST BE INSTALLED 2-5FT FROM THE METER BOX\*\***

1. As of January 1, 2013, a backflow prevention assembly (a minimum of a double check valve assembly) DCVA will be required for all new construction within Timberlake Community Club,
2. All installed back-flow prevention assemblies shall be approved for installation in Washington State.
  - A) Once installed the backflow prevention assembly must be inspected and tested by a certified Backflow Assembly Tester (BAT). After the initial testing and report the assembly must be tested annually and all test reports sent to Timberlake Community Club, 2880 E Timberlake Dr. W, Shelton, WA 98584.
  - B) A water turn on will not be issued until a satisfactory test report from a certified Backflow Assembly Tester is received by the Timberlake Community Club and the Timberlake Water Department.
  - C) Information on backflow assemblies and a list of backflow assembly testers is available at the Timberlake Water Department.
  - D) Timberlake members have the option of being on the Timberlake annual testing list (preferred) or hiring their own certified backflow assembly tester.
  - E) The Building Permit applicant certifies by signing below that they have completed the Cross Connection Control Questionnaire and have read and understand the Timberlake Community Club (TLCC) requirement implemented January 1, 2013 to install and have tested (see section 2-A above) a backflow assembly (a minimum of a double check valve assembly DCVA on any new residence within TLCC. A TLCC Building Permit will not be issued until signed below by the Building Permit applicant.

Building Permit applicant: \_\_\_\_\_ Date: \_\_\_\_\_



## TIMBERLAKE BULDING PERMIT APPLICATION

In the area below, please draw an outline of your property and where you would like your projects to be placed.