



ACB Property Preparation Requirements

Please note: These requirements must be completed before you submit an ACB permit or the permit will be returned.

- 1) **Property pins:** All official survey pins must be located. Initials _____

The Office has plat maps and a metal detector to help you locate your property pins. These pins have caps on them and some are different colors. Some of the older pins don't have caps on them but are the same rebar type pins.

If you are unable to locate all official property pins, a survey will need to be completed.

- 2) **Property lines strung:** Once you have located your survey pins, you must run string around the sides of the lot. The higher the string is off the ground, the better. Please refer to Section 3.2 of the ACB Manual for more details. Initials _____

- 3) **Footprint indicators:** Once your property pins are located and strung up, the next step is marking the ground where you plan on placing the structure. Spray paint or stakes with ribbon work great. Initials _____

- 4) **Accurate paperwork:** Please complete each applicable section of the ACB Permit.

a. Worksheets:

Certain projects require additional worksheets including; gazebos, sheds, decks, auxiliary roofs, and free-standing roofs. Worksheets are available at the Main Office and on the website theglenatmaplefalls.com (Members Documents and Forms> ACB Documents).

b. Diagrams:

Please provide;

- 1) an overhead view of the entire property
- 2) a detailed diagram of the building/structure showing all walls & windows

Initials _____

I agree that all lot preparation requirements have been met and I am ready to submit my permit for inspection.

Member Signature _____

Date _____

ACB PERMIT APPLICATION

Division: _____ **Lot:** _____ **Date:** _____

Last Name: _____ **First Name:** _____

ATTENTION ALL ASSOCIATION MEMBERS

The Glen Architectural Control Board (ACB) requires that all lot owners obtain and return a properly completed ACB permit application for review and approval, prior to placement or replacement of any recreational vehicle (RV), and before starting most types of construction, demolition or repair/replacement work on any structures or landscaping features on a site. Failure to do so will result in a **STOP WORK** order placement at the lot and a potential fine, together with removal or restructuring of the work done being required.

NOTE: Once approved the permit application is valid for 90 days. If all work submitted and approved is not completed and in compliance within this 90 days, a \$50 permit fine will be charged to the member's account. You may apply for one 45-day extension before the permit expires. If all work submitted and approved is not completed and in compliance within this 45-day extension, a \$100 extension fine will be charged to the member's account.

NOTE: Please plan your work and submit your permit well in advance of the date you wish to place an RV or commence work (at least 14 days), to allow the ACB Officer time to review the permit, visit your lot, verify compliance and approve it, before you begin the project. (Please note that The Whatcom County Assessor's Office determines and establishes value of all real and taxable personal property in Whatcom County, to distribute tax responsibility, as established by Washington State law. Consequently, once annually, information for all Park Model Trailer placements or removals within The Glen Community Association is requested from Whatcom County.)

NOTE: When RV's are moved or replaced, or other structures are modified, or replaced, any out of compliance issues that exist related to them will be required to be corrected at that time.

ACB PERMIT LIMITATIONS AND DISCLAIMER

Whatcom County law supersedes The Glen Community Association's requirements

A Whatcom County permit is required for installation or modification of free standing auxiliary roofs. Any modification/alteration to Park Models or Recreational Vehicles, including electrical, will require a permit and new insignia through (FAS) Factory Assembled Structures/Labor & Industries FAS1@Lni.wa.gov. Electrical work outside of a Park Model or RV is through WA State Labor & industries. It is the responsibility of the home owner to update their insignias. A Glen ACB permit may also be required Contact the ACB Officer for any questions.

No employee of The Glen Community Association may perform any electrical work including removal, repair, or installation, or provide advice concerning electrical plans or changes for individual Association members. Such services must be provided by an electrical contractor; duly licensed and bonded by the State of Washington.

The ACB Committee, the Board of Directors, management nor any Glen staff member shall not be held responsible for an association member's failure, past or present, to comply with state and/or county regulations, permitting requirements, building and/or electrical codes, or Glen permit application details as finally approved.

ATTENTION: LOCATING PROPERTY LINES

All **PLACEMENT** or **REPLACEMENT** of RVs, and all placement, or replacement of **STRUCTURES** on the lot must meet the 5-foot easement and setback requirements with regard to all property lines as defined in Whatcom County code (WCC 20.80.210) and The Glen Community Association's ACB rules and regulations (ACB 3.2.1). These are all subject to validation and possibly re-validation of the **TRUE PROPERTY LINES** of the lot.

The Glen Association Member is responsible to accurately locate property lines and pins prior to submission of this Application. If a survey is required, the Member can find contractor information on the Glen's Vendor List.

CHANGES to existing structures also require full compliance to all current ACB Rules and Regulations.

Approvals for any RV or structure placement, construction, or alteration, and change of any natural landscape feature, must be requested via permit and obtained through The Glen Community Association ACB Officer.

MEMBER AGREEMENT WITH THE GLEN COMMUNITY ASSOCIATION

I/We, the undersigned, agree to adhere to all State and County rules and regulations and all applicable sections of the current Glen ACB Rules and Regulations as set forth, to insure full compliance with them for the placements, construction and/or repairs requested on this Permit Application.

Initials: _____

I/We understand that all work submitted hereon must be completed and fully compliant within the 90 day timeframe following the permit approval date for which this permit is valid, or a \$50 permit fine will be charged to my/our account.

Initials: _____

I/We understand that an additional fee is charged for use of The Glen's garbage disposal station bins located by the maintenance barn for any/all demolition lumber and materials being disposed of by this project. (See A250; Refuse Disposal and Appendix A, Fee Structure, in of the Administration Policies Manual)

Initials: _____

MEMBER(s): _____ (Printed Name) _____ (Printed Name)

MAILING ADDRESS: _____

CONTACT PHONE NO: _____ **E-MAIL:** _____
(to be used to notify member when ACB review and approval is complete.)

LOT OWNER

SIGNATURE(s): _____ **DATE:** _____
_____ **DATE:** _____

OFFICE USE ONLY

Signatures	Approved	Denied	Date
ACB Officer: _____	<input type="checkbox"/>	<input type="checkbox"/>	_____

Manager: _____	Approved	Denied	Date
Comments: _____	<input type="checkbox"/>	<input type="checkbox"/>	_____

Contractor's name _____ L&I registered
Yes No

ARCHITECTURAL CONTROL BOARD (ACB) APPROVAL
IS REQUESTED FOR THE FOLLOWING

(Check all that are applicable)

1. **RECREATIONAL VEHICLE PLACEMENT or REPLACEMENT:**
(See ACB Rules & Regs Sections 2 and 3)
Make of Unit: _____ Length _____ Width _____
Does the unit have an approved RV plate/insignia affixed? Yes No
Date Manufactured: _____ Number of Sliders/tip outs: _____
2. **AUXILIARY ROOF (Attached type)**
(See ACB Rules & Regs Sections 4 and 5)
3. **AUXILIARY ROOF (Free Standing Type) :**(See ACB Rules & Regs Sections 3,4,and 5.)
(Requires Whatcom County Permit)
4. **DECK or PATIO:** (See ACB Rules & Regs Sections 3, 4, and 6)
5. **UTILITY SHED:** (See ACB Rules & Regs Sections 3, 4, and 7)
6. **GAZEBO:** (See ACB Rules & Regs Sections 3, 4, and 8)
7. **FIREWOOD SHELTER:** (See ACB Rules & Regs Sections 3, 4, and 9)
8. **ELECTRICAL INSTALLATION:** (See ACB Rules & Regs Sections 10, and ACB PERMIT
LIMITATIONS and DISCLAIMER above)
9. **FENCE, PRIVACY SCREEN, or RETAINING WALL:** (See ACB Rules & Regs Sections 3, 4, and 11)
10. **FIREPLACE, FIRE PIT or WOOD STOVE:** (See ACB Rules & Regs Sections 3, 4, and 12)
11. **HOT TUB:** (See ACB Rules & Regs Sections 3, 4 and 13)
12. **SIGN:** (See ACB Rules & Regs Sections 3, 4 and 14)
13. **TREES and LANDSCAPING:** (See ACB Rules & Regs Section 15)
14. **SATELLITE DISH or ANTENNA:** (See ACB Rules & Regs Sections 3, 4, and 17)
15. **SEPTIC (IF ELECTRIC PUMP IS INSTALLED):** (See ACB Rules & Regs Sections 10, and ACB
PERMIT LIMITATIONS and DISCLAIMER above)
16. **OTHER:** (Please Describe) _____

CONTRACTOR(S) USED?

YES

NO

CONTRACTORS NAME(S) _____

PLEASE ATTACH:

- 1. Plat Diagram (see below). (Required for #s. 1, 2, 3, 4, 5, 6, 7, 9, 10, 11, 12, 13, 14 above.)
 - 2. Sketch or Copy of structure being built or landscaping change including all dimensions. (Required for #s. 2, 3, 4, 5, 6, 7, 9, 10, 12, above.)
 - 3. Materials and colors to be used for sheds, decks, exterior walls, roofing, etc. (Required for #s. 2, 3, 4, 5, 6, 7, 9, 10, 11, 13 above.)
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