

LUDLOW MAINTENANCE COMMISSION

Architectural Control Committee

Post Office Box 65060

Port Ludlow, WA 98365

THE ARCHITECTURAL CONTROL COMMITTEE
HAS PREPARED THE FOLLOWING PACKAGE TO ASSIST YOU IN
COMPLETING YOUR APPLICATION TO

BUILD AN ADDITION TO EXISTING STRUCTURE

POLICIES & PROCEDURES

- APPROVAL REQUIREMENT – REGULATION II, ARTICLE I THRU IV
- LOT CLEARING – REGULATION II, ARTICLE I, PARA 10
- TREES AND VIEWS – REGULATION II, ARTICLE I, PARA 3
- ANTENNA/SATELITE DISH – REGULATION II, ARTICLE I, PARA 6
- REQUIRED INSPECTIONS – REGULATION II, ARTICLE III, PARA 8 THRU 10

ADDITIONAL REQUIRED PERMITS

- PORT LUDLOW DRAINAGE DISTRICT (PLDD) DRAINAGE PLAN
- JEFFERSON COUNTY
 - BUILDING PERMIT
 - SEPTIC PERMIT (IF APPLICABLE)
 - SHORELINE MANAGEMENT (IF APPLICABLE)
 - CRITICAL AREA ORDINANCE (IF APPLICABLE)

LMC – ACC FORMS

- REQUIRED DOCUMENTATION FOR CONSTRUCTION PLANS
- ADDITION CONSTRUCTION PLAN REVIEW REQUEST
- TREE REMOVAL
- EXTERIOR STRUCTURAL FINISH
- ROOFING
- PROPANE TANK
- FENCING
- LMC-OWNER/GENERAL CONTRACTOR AGREEMENT
- APPROVAL OF BUILDING PLANS
- PORT LUDLOW DRAINAGE DISTRICT REQUIREMENTS

THE ACC RECOMMENDS ALL APPLICANTS REVIEW THE LMC RESTRICTIVE AND PROTECTIVE COVENANTS, ARTICLES OF INCORPORATION, BYLAWS AND REGULATIONS PRIOR TO SUBMITTAL OF YOUR APPLICATION.

FOR ADDITIONAL INFORMATION AND CLARIFICATIONS
CONTACT THE ACC CHAIRPERSON

OR

CALL THE BEACH CLUB AT (360) 437-9201

Date: January 14, 2008

LUDLOW MAINTENANCE COMMISSION

Architectural Control Committee

Post Office Box 65060

Port Ludlow, WA 98365

REQUIRED DOCUMENTATION FOR CONSTRUCTION PLANS

CONSTRUCTION PLANS SUBMITTED SHALL CONFORM TO REGULATION II, ARTICLE III, PARAGRAPH 2, a. through f. AND MUST INCLUDE THE FOLLOWING:

- Completion of the attached forms.
- A plan of the subject lot drawn and stamped by a licensed surveyor showing that each property corner has been set and the relationship of the lot to the street and adjoining lots.
- The elevation of the ridge for all homes within 250 feet of the subject property (these elevations must be established by a licensed surveyor and reported in a letter signed and stamped by the surveyor).
- A site plan showing the relationship of the home, decks, driveway, retaining walls, above-ground tanks, heat pumps, and any other external features to the property lines; contours showing the existing topography and the proposed graded topography; the plan shall also include the location of all trees that are to remain.
- A topographic plat plan showing as contours the existing and proposed finished lot grades and their elevations in feet and inches on a 20' grid, with the roof outline superimposed upon it. The elevations are to be measured from a permanently fixed and identifiable benchmark established on the centerline of an adjoining street.
- A Port Ludlow Drainage District (PLDD) approved drainage plan
- A complete set of construction plans. These plans must include each floor plan, elevations of all sides, and all details required to obtain a Jefferson County Building Permit.
- A plan showing where above-ground tanks (propane, oil, etc.) and heat pumps are to be located and details on how they will be screened from view.

All other requirements for residential construction as stated in the LMC Bylaws, Covenants and Rules & Regulations will also apply.

Forms for submittal to the ACC for approval of the structure, paint colors, and roofing materials are attached. These forms are also available at the LMC Beach Club Office, (phone: 360-437-9201), the LMC Website beachclub@olympus.net, or may be obtained by writing to Ludlow Maintenance Commission, Architectural Control Committee, P.O. Box 65060, Port Ludlow, WA, 98365

Applications that do not include all of the above items or that do not conform to the LMC Bylaws, Covenants, and Rules & Regulations will be returned without AC approval. It is the applicant's responsibility to submit and obtain approval of all required documents from the appropriate authority having jurisdiction.

ARCHITECTURAL CONTROL COMMITTEE

NEW CONSTRUCTION REVIEW CHECKLIST

_____ Complete set of construction plans that include:

- Floor plan drawn to a scale of not less than 1/8" equals 1'0"
- A roof plan drawn to a scale of not less than 1/8" equals 1'0"
- Four major exterior building elevations with floor grades
- Topographical plat plan w/roof outline superimposed and identifiable benchmark noted

_____ Plot Plan of the lot that includes:

- The legal description
- North arrow for orientation
- Location of all proposed driveways, carports, garages
- Proposed drainage plans
- Proposed location of the septic tank & drainage field if not on the sewer
- Location of all utility installations
- Location of all trees having a breast-high diameter of 6" or more, with an indication of any the owner proposes to remove

_____ Paint/exterior structural finish request form

_____ Roofing material request form

_____ Propane tank request form w/screening material identified

_____ Fence request form

_____ PLDD approved drainage plan

_____ Greenbelt easement

_____ Proof of ownership

_____ Lot survey

_____ Tree removal request form w/site plan showing trees to be removed & saved

_____ Notice to neighbors

_____ Shoreline Management Permit

_____ Jefferson County Building Permit

_____ ICAO Review

_____ Pre-construction meeting conducted

_____ Signed owner/general contractor agreement

_____ Signed construction agreement

_____ \$500.00 fee received

ACC NOTES:

First Look: _____ Second Look: _____

Third Look: _____

Neighbors' comments received: _____

Drainage comments received: _____

Modifications requested: _____

INSPECTIONS: DATE: COMPLETED BY: _____

Foundation forms: _____

Roofing materials: _____

Other site visit: _____

Other site visit: _____

APPROVAL ISSUED: _____

_____ Notice to neighbors

_____ Neighbors' comments received

LUDLOW MAINTENANCE COMMISSION
Architectural Control Committee
Post Office Box 65060
Port Ludlow, WA 98365

PROPERTY OWNER'S REQUEST FORM

ADDITION TO EXISTING STRUCTURE

Owner's Name: _____

Mailing Address: _____

Phone _____ E-mail _____

Property Description: Port Ludlow No.: _____ Area No.: _____ Lot No.: _____

Street Address: _____

Builder: _____

Addition Purpose: _____

Square Footage: _____

Roof Elevation: Maximum _____ Average _____ % of Frontage _____

Neighbor	South	_____	Setback	_____	Depth	_____
Roof	North	_____	Setback	_____	Depth	_____
Elevation	East	_____	Setback	_____	Depth	_____
	West	_____	Setback	_____	Depth	_____

Siding Materials: _____

Trees: Remaining _____ To Be Removed _____

NOTE: ALL APPLICATIONS FOR ADDITION CONSTRUCTION MUST BE ACCOMPANIED BY A CHECK IN THE AMOUNT OF \$250.00. MAKE CHECKS PAYABLE TO LUDLOW MAINTENANCE COMMISSION.

Date: January 14, 2008

LUDLOW MAINTENANCE COMMISSION
Architectural Control Committee
Post Office Box 65060
Port Ludlow, WA 98365

PROPERTY OWNER'S REQUEST FORM
EXTERIOR STRUCTURE FINISH
REGULATION II, ARTICLE II, PARAGRAPH 12 **STAINS AND PAINTS**

Owner's Name _____

Mailing Address _____

Phone _____ E-mail _____

Property Description: Port Ludlow No.: _____ Area No.: _____ Lot No.: _____

Street Address: _____

The use of wood stains in lieu of paints is acceptable. Bright paint exteriors, other than trim or accent panels, will be approved only in unusual situations. Reference REGULATION II, ARTICLE I, PARAGRAPH 4.
WORK HOURS – 8:00a.m. to 6:00p.m.

BODY COLOR

TRIM COLOR

ADDITIONAL COLOR

(state where color will be used)

_____ indicate mfg. name and number of stain/paint

_____ indicate mfg. name and number of stain/paint

_____ indicate mfg. name and number of stain/paint

PLACE COLOR CHIP HERE	PLACE COLOR CHIP HERE	PLACE COLOR CHIP HERE
Please check box if this is the same color body is now painted <input type="checkbox"/>	Please check box if this is the same color trim is now painted <input type="checkbox"/>	Please check box if additional color will be the same as color now painted <input type="checkbox"/>

Signed (Owner) _____ Date: _____

Approved (ACC) _____ Date: _____

Denied (ACC) _____ Date: _____

Reason (ACC) _____

LUDLOW MAINTENANCE COMMISSION
Architectural Control Committee
Post Office Box 65060
Port Ludlow, WA 98365

PROPERTY OWNER'S REQUEST FORM
ROOFING
(REGULATION II, ARTICLE II, PARAGRAPH 11)

Owner's Name _____

Mailing Address _____

Phone: _____ E-mail: _____

Property Description: Port Ludlow No.: _____ Area No.: _____ Lot No.: _____

Street Address: _____

Please describe your new roof: Material: _____

Life Expectancy
(no less than 40 years): _____

Color: _____

Pitch: _____

Contractor's Name: _____ Phone: _____

Estimated Completion Date: _____

The owner or builder shall not install the roofing until ACC verification has been received or until one week has passed without ACC inspection (Regulation II, Article III, Paragraph 10). If this application is approved, the owner or builder will notify the ACC of when the roofing materials are on site and ready for installation. The ACC will inspect and verify compliance with the application within one week of receipt of notification. WORK HOURS – 8:00a.m. to 6:00p.m.

Signed (Owner) _____ Date: _____

Approved (ACC) _____ Date: _____

Denied (ACC) _____ Date: _____

Reason (ACC) _____

LOUDLOW MAINTENANCE COMMISSION
Architectural Control Committee

Post Office Box 65060
Port Ludlow, WA 98365

PROPERTY OWNER'S REQUEST FORM
PROPANE TANK
(REGULATION II, ARTICLE II, PARAGRAPH 20)

Owner's Name _____

Mailing Address _____

Phone: _____ E-mail: _____

Property Description: Port Ludlow No.: _____ Area No.: _____ Lot No.: _____

Street Address: _____

The screening of propane tanks from the view of adjacent properties and roads is required.

Tank screen: Height _____ Length _____ Configuration _____

Material _____

Color _____

This application must include a plot plan on the reverse side, indicating the location of the proposed tank and the tank screen design. The ACC may visit your property before making a decision. **WORK HOURS – 8:00a.m. to 6:00p.m.**

Signed (Owner) _____ Date: _____

Approved (ACC) _____ Date: _____

Denied (ACC) _____ Date: _____

Reason (ACC) _____

LUDLOW MAINTENANCE COMMISSION
Architectural Control Committee
Post Office Box 65060
Port Ludlow, WA 98365

PROPERTY OWNER'S TREE REMOVAL REQUEST

(PLEASE REVIEW REGULATION II, ARTICLE I, PARAGRAPHS 1, 2, 3 & 10)

Owner's Name _____

Mailing Address _____

Street Address (if different from above) _____

Phone: _____ E-mail: _____

Lot # _____

1. *Only trees whose diameter is greater than six inches at breast height require ACC approval.*
2. *To be considered this application must list the trees to be removed, limbed or topped.*
3. *For each tree please indicate the tree species, it's diameter at breast height and your reasons for wanting to remove, limb or top it.*
4. *Photographs and/or a sketch (on the back of this form or on a separate sheet of paper) must be submitted in order to support this request, or mark trees with tape.*
5. *The ACC will conduct a site inspection of the property before making a decision.*
6. *If approved the maximum height of the remaining tree stump shall not exceed 24" above finished grade, or you may completely remove the trunk and root system.*
7. *All cut material must be removed from the site within 2 months. It is forbidden to burn any cut debris on site **WORK HOURS are from 8:00 a.m. to 6:00 p.m.***

Signed (Owner) _____ Date: _____

Approved (ACC) _____ Date: _____

Denied (ACC) _____ Date: _____

Reason (ACC) _____

Final Disposition:

PORT LUDLOW DRAINAGE DISTRICT
Post Office Box 65261
Port Ludlow, WA 98365

Property Owner's Tree Cutting Identification Form

Owner's Name _____

Mailing Address: _____

Phone: _____ Email; _____

Property Address: _____

Property Description: Port Ludlow No.: _____ Area No.: _____ Lot No.: _____

Provide the following:

- Site Plan (minimum scale 1 inch = 20 feet) identifying the trees to be cut and outlining the drip line (the area directly located under the outer circumference of the tree branches.)
- Calculate the total surface area encompassed in the drip line of all trees to be cut. (see attached Drip Line Measurement Diagram)

Answer the following questions:

1. Is property in a County designated critical area? _____
2. Have trees been cut or cleared from the property in the last 5 years? _____
3. If so, estimate the total surface area encompassed in the drip line of the trees that have been cut. _____
4. Do you plan to cut or clear additional trees in the next 5 years? _____

Total area encompassed in drip line: (See attached Drip Line Measurement Diagram)

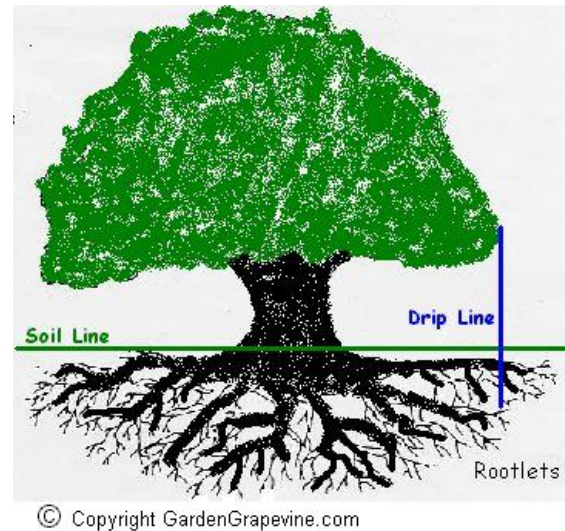
Area this proposal: _____ square feet
Area in the past 5 years: _____ square feet
Area planned in the next 5 years: _____ square feet
Total: _____ square feet

If the total listed above is equal to or exceeds 7,000 square feet or you propose vegetation clearing in critical areas, you must do the following:

1. Obtain a Stormwater Management Permit from Jefferson County (available at <http://www.co.jefferson.wa.us/commdevelopment/stormwater%20management.htm>).
2. Provide a drainage plan that complies with Minimum Requirements Nos. 1 to 5 included in the 2005 Stormwater Management Manual for Western Washington to PLDD. The Drainage Plan must be prepared by an engineer licensed in Washington.

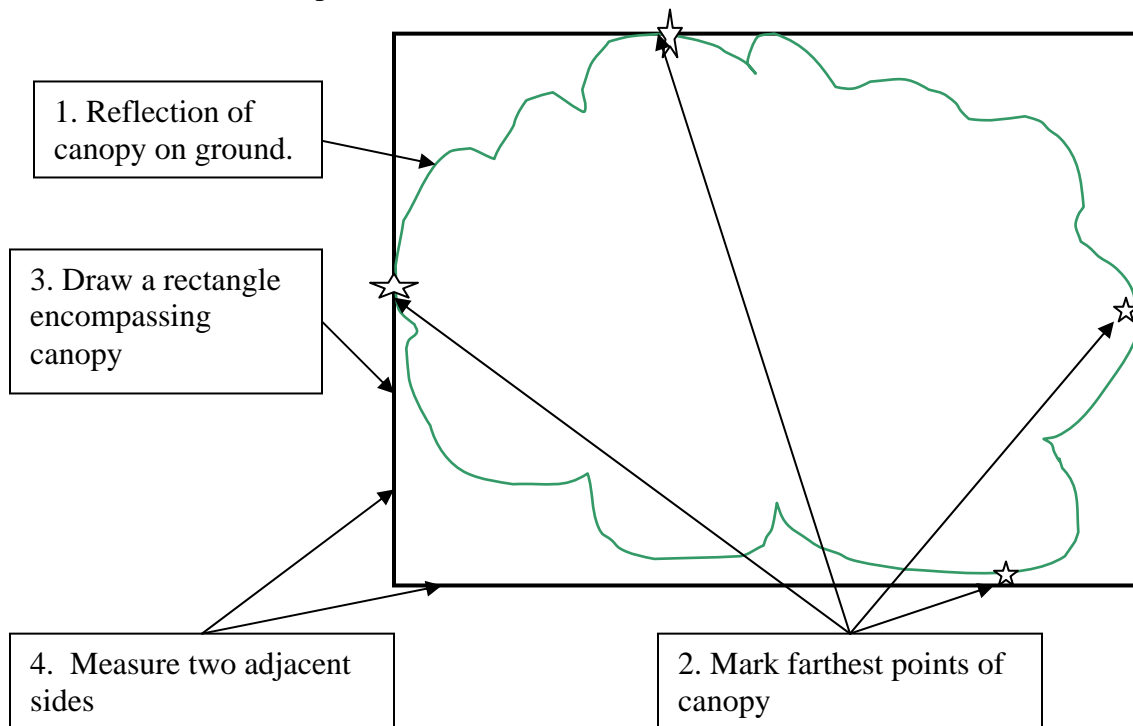
DRIP LINE MEASUREMENT DIAGRAM

The Drip Line coincides with the area where the plant is growing tiny terminal feeder rootlets which absorb moisture and nutrients from the soil. When a tree is cut the ability of the roots to absorb rainwater is eliminated.



To approximate the square footage of the drip line complete the following steps:

1. Place markers on the ground reflecting the farthest points of the tree canopy.
2. Layout a rectangle that encompasses the tree canopy markers.
3. Measure the length of two adjacent sides of the rectangle.
4. Multiply the lengths of the two sides to find the square footage of the area included in the drip line.



LUDLOW MAINTENANCE COMMISSION
Architectural Control Committee
Post Office Box 65060
Port Ludlow, WA 98365

PROPERTY OWNER'S REQUEST
FENCE
(Regulation II, Article II, Paragraph 16)

Owner's Name _____

Mailing Address _____

Phone: _____ E-mail: _____

Property Description: Port Ludlow No.: _____ Area No.: _____ Lot No.: _____

Street Address: _____

Please describe the fence: Height: _____ Length: _____

Configuration: _____

Material: _____

Purpose: _____

FENCES ARE DISCOURAGED BUT ARE CONSIDERED ON A CASE BY CASE BASIS. To be considered this application must include a sketch, showing fence design (review attached guidelines), and a plot plan, indicating the location of the proposed fence. Please be advised that a notice of this request will be sent to your neighbors. The ACC reserves a right to visit your property before making a decision.
WORK HOURS – 8:00a.m. to 6:00p.m.

Signed (Owner) _____ Date: _____

Approved (ACC) _____ Date: _____

Not Approved (ACC) _____ Date: _____

Date: January 14, 2008

REGULATION II, ARTICLE II, PARAGRAPH 16:

Fencing. Fencing on properties is generally discouraged so as to maintain the natural character of the North Bay. Fences may be permitted on a case-by-case basis. Objections from adjoining neighbors will be considered.

- a. All fencing materials, finishes, designs, and placement must be approved by the ACC. Effective March 12, 2005 chain link fencing will not be approved. The corporation is exempt from the prohibition against chain link fencing exclusively for purposes of safety, security and the well-being of the public. Examples include but are not limited to pools, tennis courts, storage areas, and collection ponds.
- b. Except on lots where livestock is permitted under the terms of the applicable restrictive covenants, fence height will be restricted to no more than six (6) feet, and containment fencing must not extend beyond the front of the home; fencing to the street line will not be approved.
- c. The establishing of fence lines in relation to the adjoining properties is entirely the owner's responsibility.

ACC FENCING GUIDELINES:

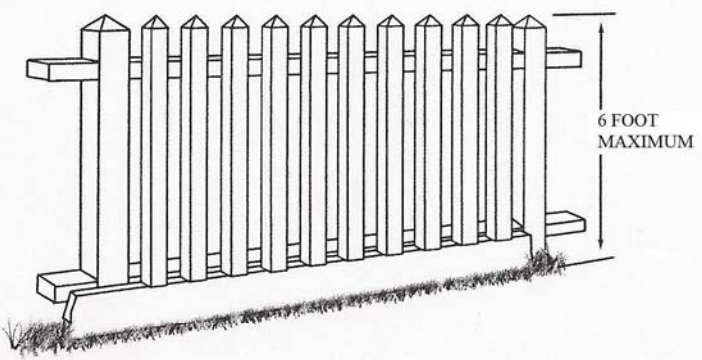
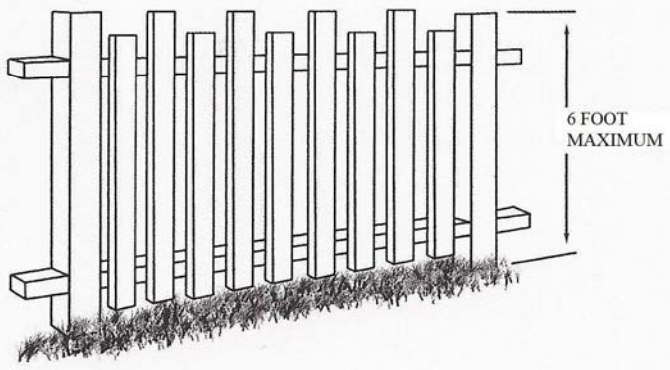
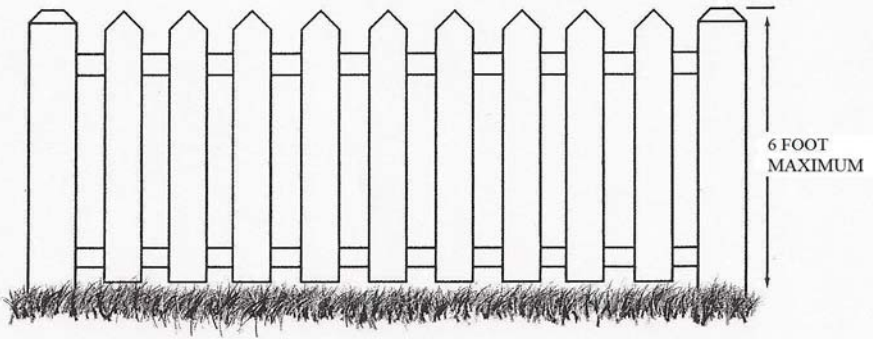
1. Only fences no higher than 6' maximum shall be considered
2. There shall be a minimum of one (1) inch between the vertical slats. Solid fences are not permitted.
3. Proposed fence cannot extend beyond the front of the residence in the direction of the frontal street.
4. Fences shall have natural wood appearance. It is recommended that fences be constructed of redwood or cedar. Fences shall not be painted but the use of wood stains is acceptable.
5. The smooth side of the fence (the side opposite the one with the exposed posts and cross braces) must face outward from the property on which it is built. It shall be the responsibility of the petitioner to maintain both sides of the fence.

Procedure:

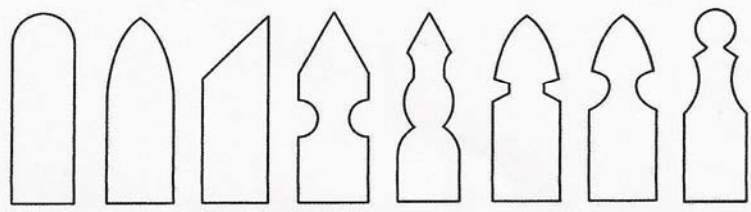
1. Provide a detailed plot plan. The plan must show the exact location of the proposed fence. Please show the setbacks from the property lines in feet and inches.
2. Photographs of the proposed fence design are strongly encouraged in order to facilitate the committee's decision.
3. Please review the provided fence description page to help describe your fence as accurately as possible. Examples of fence designs and picket tops are attached to assist you in describing your proposed fence. Please indicate your choice by circling the illustration or by submitting your own drawing.
4. Reminder: the examples provided are guidelines only for the applicant and the committee. The ACC will take into consideration the limitations set forth in the LMC Governing Documents and topography. Objections from the adjoining neighbors will be considered.
5. Please contact ACC if you have any questions and/or need further clarification.

Date: January 28, 2008

Examples of fence designs



Examples of picket tops



LUDLOW MAINTENANCE COMMISSION
Architectural Control Committee
Post Office Box 65060
Port Ludlow, WA 98365

APPROVAL OF BUILDING PLANS
(REGULATION II, ARTICLE I, PARAGRAPH 1.)

Owner's Name _____

Mailing Address _____

Phone: _____ E-mail: _____

The Architectural Control Committee has approved your plans for developing your property:

Port Ludlow No.: _____ Area No.: _____ Lot No.: _____

Street Address: _____

as submitted: _____

with the following exceptions: _____

1. Prior to starting construction submit a copy of a building permit and certification that the plans as submitted to the ACC are as submitted per county permit issue.
2. Before pouring of any concrete, a 24 hour advance notice is required for inspection of the footings as to elevation and location on site.
3. Roofing material must be inspected prior to installation to verify 40 year (minimum) warranty.
4. **WORK HOURS – 8:00 a.m. to 6:00 p.m.**

Sincerely,

LMC ACC Chairperson

Date _____

In accordance with Design Procedures, Regulation II, Article III, Paragraph 6, your signature is required on the statement below, and returned to the ACC.

I agree to construct the structure approved in accordance with the approved plans and specifications as submitted for the building permit. No changes will be made to the exterior of the building or its siting, as described in the plans, without prior approval, in writing, of the ACC.

Owner _____ Date: _____

General Contractor _____ Date: _____
(Print Name & Signature)

Phone: _____

Date: January 14, 2008

**Port Ludlow Drainage District (PLDD)
Requirements for Drainage Plan Approval**

1. The applicant must have all easement documents related to drainage finalized and recorded prior to PLDD drainage plan approval for Jefferson County building permit and Ludlow Maintenance Commission Architectural Control Committee approval.
2. Approved drain-line discharge locations are:
 - Roadside ditch
 - Drainage easement with a defined ditch either natural or man made.
3. No Dry-wells, dispersion ditches, infiltration swale, holding and slow release systems etc. will be approved unless designed by a Licensed Civil Engineer or Licensed On Site Designer. Any plans of this type must include all of the designer's runoff assessment and facility size computations, and percolation test results. The plans must also show the designer's current State of Washington stamp, signature and date.
4. The Drainage Plan should be drawn at a scale of 1-inch equal to 10-feet and must show:
 - Outline of the lot with dimensions of each side.
 - Contours at 2-foot intervals, (The Drainage District can supply the applicant with this information)
 - Outline of the footprint for the proposed house showing setback dimensions from property lines.
 - Locations, size, type (perforated or tight), and route that the drain lines follow to drain line discharge location.
 - Locations of roof drain downspouts
5. Houses must have, as a minimum: perforated footing drains and separate tightline for roof drains. Details of these drains must be included with the drainage plan.
6. Driveways that slope downward from the road must have a method to collect rainfall water and direct this water to the approved discharge location.
7. Driveways that slope upward from the street must include grading that directs the rainfall water into the roadside ditch at the driveway entrance. A detail drawing of this grading must be included with the drainage plan.
8. Houses in known drainage problem areas may be required to install a Curtain Drain system usually this will be located up-slope from the proposed home. This system will usually be required to have a separate drain-line to the approved discharge location. The drainage plan must show the location of the curtain drain and a cross section indicating the depth and back fill material.

Date: May 18, 2005

REGULATION II, ARTICLE III, PROCEDURES

1. Requests for ACC Approval; Identification of Affected Owners.

a. Requests for any ACC approval required by Regulation II, Article I, are to be directed to:

Architectural Control Committee
Ludlow Maintenance Commission, Inc.
P.O. Box 65060
Port Ludlow, WA 98365

Requests shall be made in writing, by the owner. Requests shall name the contractor that is to do the work described in the request and shall state whether the contractor is properly licensed, registered and bonded and whether there are any claims against the contractor's bond.

b. The ACC shall give written notification to property owners that are within 300 feet of the proposed construction request. Notice of all requests shall be promptly given by the ACC by posting the same on the Beach Club bulletin board or on the street side of the property with respect to which the request is made. Any owner who considers himself or herself affected by a request and wishes to preserve their right to object to it and the right to appeal an approval of the application by the ACC shall, within 15 days after the notice is given, identify himself or herself in writing to the ACC and file a written statement of any objections that he or she may have at that time. Owners filing an appeal shall receive a written response from the ACC.

2. **Consultation, Building Plans and Specifications.** Prior to preparation of house plans, owners must consult with the ACC concerning the design considerations and other requirements. Request for ACC approval of building plans shall be accompanied by payment of a nonrefundable fee of Five Hundred Dollars (\$500.00) for new construction and a non-refundable fee of Two Hundred Fifty Dollars (\$250.00) for an addition that increases the exterior footprint and/or that increases square-footage by adding a second story. One set of written plans and specifications must accompany the request for approval, including the following:

- a. **A plot plan** of the lot, drawn to a scale of not less than 1/8" per 1'0" indicating:
 - (1) The legal description of the lot or lots;
 - (2) A North arrow for orientation;
 - (3) The location of all existing and proposed improvements, including any future carport or garage and driveway;
 - (4) The proposed drainage plans;
 - (5) If the property is not on the sewer, the proposed location of the septic tank and drain field;
 - (6) The location of all utility installations; and
 - (7) The location of all trees having a breast-high trunk diameter of six inches or more, with an indication of any of them that the owner proposes to remove.
- b. **A floor plan** drawn to a scale of not less than 1/8" equals 1'0".
- c. **Four major exterior building elevations** with floor grades all measured from the bench-mark described in sub-paragraph 2.f. below.
- d. **A roof plan drawn to a scale** of not less than 1/8" equals 1'0". (This roof plan and the floor plan required by sub-paragraph 2.b above may be combined.)
- e. **An outline description** of the materials and colors proposed for use upon all exterior building surfaces.
- f. **A topographic plat plan** showing as contours the existing and proposed finished lot grades and their elevations in feet and inches on a 20' grid, **with the roof outline superimposed upon it. The elevations are to be measured from a permanently fixed and identifiable benchmark established on the centerline of an adjoining street.**