

ARCHITECTURAL REQUEST FORM

Request Date: _____ Request Expires: _____ (office use only)

*A new form is required if work is **not completed** by the expiration date.*

Member Name: _____

Site Address: _____

Contact Phone: _____ Email: _____

Requesting: (Mark one only per request.)

_____ Vegetation/Tree Removal: See **Note 1** below and indicate the number of trees to be removed here.

_____ Site Plan for Home/Cabin (include a plot plan showing all utilities).

_____ Mobile/Manufactured Home Site Preparation/move-in (same as above). See **Note 2**.

_____ Heavy equipment usage on Colony Surf roads, i.e., skidders, excavators, logging trucks, dump trucks, cement trucks etc. The maximum gross weight is 100,000 lbs. See **Note 3**.

_____ Other (please specify) _____

REQUIRED: Use the back of this page to sketch your plan with measurements.

Any contractors you hire for service are YOUR RESPONSIBILITY. Please inform them of ALL club rules, bylaws, and policies. REMEMBER, if any fines are levied, as the member, you will have to pay.

Contractor Name: _____

Address: _____ Phone: _____

Approval of an Architectural Request requires the property owner to secure any required permits from Mason County or other applicable agencies. The property owner is responsible for determining the location of real property boundaries and ascertaining the proposed project does not encroach onto adjoining property. **This request will be approved only if the property boundary lines have been clearly marked.** Water drainage must be restored to where it was prior to construction. All driveways must be equipped with culverts to connect drainage ditches.

Note 1: No timber harvesting allowed. **No removal of vegetation allowed within 5 ft. of property line** unless the owner presents a written plan which describes how the removed vegetation will be replaced. All trees which are scheduled to be removed must be identified with a clear marker. Trees larger in diameter than 4" may not be removed without the written approval of the Architectural Control Committee. Failure to obtain approval shall result in a fine to the owner of an amount equal to the face value of the trees, or \$200, whichever is greater. No approval will be given for tree removal within 50' of a slope steeper than 15% with at least 10' of elevation without a county permit or county written approval. Trees may only be removed via requesting member's property. Approved tree removal requests are only valid for 4 months from the approval date.

Note 2: There must be two (2) separate Architectural Request Forms completed and approved for a mobile/manufactured home: One for the site clearing, and another for the installation of the home.

NO MOBILE/MANUFACTURED HOMES GREATER THAN 10 YEARS OLD FROM THE DATE OF MANUFACTURE WILL BE ALLOWED.

Note 3: Member is responsible for the prompt clean-up or repair of any Colony Surf roads or property damaged or contaminated by trucks or heavy equipment/machinery that they introduce or cause to be introduced into Colony Surf.

The Club-provided Architectural Request approval poster **must be posted** at the front of your property until your project outlined in the request is complete. This poster must be turned into the office upon completion of the project. If applicable, please return your Firewise form at that time.

I have read and agree to abide by the Covenants and By-laws: _____

Member Signature

This request has been approved/ denied by _____ Date: _____

Conditions of Approval or Reason for Denial: _____

Updated 11/18/23