

HOLMES HARBOR ESTATES ARCHITECTURAL REVIEW COMMITTEE CHECKLIST

Task	Initials/Date		Activity
	Property Owner	GBBC/ ARC	
1			Property Owner (PO) contacts GBBC President to request Architectural Review Committee (ARC) meeting
2			GBBC President contacts ARC Chair to forward PO request for meeting
3			ARC Chair provides PO with checklist showing necessary steps
4			PO acquires an approved septic permit or as-built from Island County Health Department
5			PO appears at regularly scheduled board meeting to present documents and answer questions
6			ARC reviews PO Building Plan (to confirm height and other CCRs are met) including:
			Location of 15' height limit measurement
			House footprint
			Septic footprint (from septic permit or as-built)
			Property line setbacks
			Elevations showing existing and final grade and 15' height limit
7			ARC Chair Contacts PO to arrange a meeting at the property to verify house corners and set witness pole
8			PO and ARC fill out and sign Witness Pole Location form
9			ARC provides GBBC board with a recommendation (to approve, deny, request more info)
10			GBBC Board votes on ARC recommendation; decision included in minutes
11			GBBC notifies PO and HHWC of board decision within 5 days of board meeting
12			If approved, PO buys right to connect to community water share. Fee = \$15,000 as of July 1, 2020
13			HHWC provides Water Availability Verification (WAV) Form to PO
14			PO submits WAV Form to Island County Health Dept for review
15			PO obtains building permits and starts construction
16			ARC verifies building height once roof is completed
17			PO contacts HHWC for installation of meter and DCVA. Installation and connection cost to PO = \$1200-\$1700