

Innis Arden Club, Building & Remodel Committee  
**Homeowner's Guideline for  
Remodels, New Construction & Site Alterations**  
Revised 2018

For over half a century, the Innis Arden Club Board of Directors has administered the prerequisite in Restrictive Mutual Easement (Covenant) 4 for Board review and approval of “all proposed buildings, structures, and exterior alterations.” Covenant 4 makes particular reference to “the effect of the buildings or other structures or alterations therein as planned on the outlook of the adjacent or neighboring property, and the effect or impairment that said structures will have on the view of the surrounding building sites...” This provision, applied on a case by case basis, may result in disapproval of construction that in the Board’s considered judgment would diminish views or be deleterious to neighboring properties’ outlooks.

Covenant 4 grants the Board broad authority to refuse to approve any design, plan or color. Comments from the owners of neighboring properties concerning a proposal will be taken into account by the Board but will not be dispositive. In keeping with the Covenants’ goal of maintaining over the years the common plan they establish for Innis Arden, the Board may approve a proposal despite nonsupport by neighboring properties and may decline to approve one even when it has neighboring properties’ support.

### **Required Plans**

Two sets of Plans and Specifications are required, **One full size hard copy and One digital copy**, as specified below, and must be prepared by an architect or a qualified house designer. The plans presented to neighbors and submitted for board review must be scaled at a minimum, ¼”= 1’, and 1”=10’ for site plans.

Required exhibits include the following:

- A site plan locating the existing structures, site conditions and indication of Innis Arden setbacks. Innis Arden side setbacks are 10’. Rear setbacks are 25’. Front setbacks vary per building lot. (Refer to the Innis Arden Plot Map or the Building and Remodel Chair, for the site-specific front set- back).
- A site plan with the proposed structure, additions, exterior alterations (i.e. driveways and landscaping) and all other proposed site improvements. Innis Arden front, side and rear yard setbacks should be clearly marked. If lot lines are unknown, a survey is required.
- Plans of the existing and proposed building footprint.
- Plans of landscaping and site improvements.
- Elevations that clearly indicate the heights of the new structure relative to the preconstruction ground and roof levels of the current house, and a control point referenced to the Washington State Coordinate System. In the case of complete rebuilds, a survey by a licensed surveyor is required for lot contours of the building site and to verify the heights of the existing building.
- Plan views of each floor level.
- Roofing and siding materials and color.

### **Approval Process**

No later than completion of plans, and preferably during design development, contact the Building and Remodel Chairperson for a preliminary review. The Building and Remodel Chairperson may be able to assist throughout the process and can be helpful in minimizing delays and to clarify requirements. The Board votes on remodels and new construction at scheduled monthly meetings, typically the second Tuesday of each month.

- 1) Erect story poles and visual aids to represent all proposed improvements if the proposed addition/new home is a new structure, e.g., shed or garage, or results in an increase in the height, width or depth of the existing structure. All roof lines and chimneys must be shown. Such visual aids must be in place for a **minimum of thirty (30) days** prior to the Board meeting at which the plans will be considered by the Board. The purpose of this requirement is to clearly show the impact of the remodel or proposed new building to affected neighbors and Board members.
- 2) Once story poles are in place, present ¼” scaled plans (or larger) in person, to affected neighbors for review. Affected neighbors include but are not limited to all neighbors whose lot, entirely or in part, lies

within 250 feet of the closest point to the applicant's lot. All potentially affected neighbors must be contacted and given an opportunity to review the plans and to sign the *Neighbor Signoff* sheet confirming that consultation occurred. Particular attention must be given to any neighbor whose view may be impacted by the proposed changes.

- 3) Official notification to the community is required before the Board can consider your request. To facilitate your project's publication in the Innis Arden Bulletin, contact the Building and Remodel Chair **30 days prior** to the board meeting, at which the plans will be considered by the board.
- 4) Applicant shall submit 2 copies of the completed *Building and Remodel Application* form, the *Neighbor Signoff* sheets and 2 sets of plans and specifications (one digital and one hard copy) to the Building and Remodel Committee Chair **no later than 20 days prior to the board meeting** at which the project is to be consideration by the Board. (Note: The official application date shall be the date the completed application is presented at a Board meeting.)
- 5) The Board may conduct an on-site review of the proposed remodel/new construction and of the affected lots, if necessary. The application must be complete and submitted to the Building and Remodel Chairperson before a site visit by the Board will be scheduled.
- 6) Board approval is subject to conditions #1-#9 delineated in the *Conditions of Approval* document and to the *Building and Remodel Committee Policy Statement*, and may be subject to additional specific conditions imposed by the Board.
- 7) Story Poles and visual aids must be removed from the property within 10 days of board approval or during a significant delay as determined by the Board.

### **Approval Summary**

- Erect visual aids at least 30 days prior to Board meeting at which the project is submitted for review.
- Notify B&R Chair to facilitate Bulletin submittal 30 days prior to the board meeting at which the project is submitted for review.
- Deliver the completed application to the B&R Chair 20 days prior to Board submittal including:
  - 2 sets of construction plans and specifications including site plans (One hard copy, one digital copy)
  - 2 copies of the completed *Building and Remodel Application*
  - Neighborhood Signoff* sheets

### **Construction projects not requiring Board approval**

- Repair or replacement with like or similar materials, i.e. roofs, windows, exterior doors, siding, and gutters.
- Exterior painting, if earth tone or neighborhood harmonious colors are used.
- Fences and gates, unless fence or gate materials and/or height affect the outlook of neighboring properties as addressed in the *Innis Arden Covenants*, or do not meet *Covenant requirements*.

For further clarification, please refer to the *Innis Arden Building and Remodel Committee Policy Statement*, the *Building and Remodel Committee Conditions of Approval* and the *Innis Arden Covenants*.