



**SUDDEN VALLEY  
COMMUNITY ASSOCIATION  
ACC NEW CONSTRUCTION CHECKLIST**

---

February 2008

Contractors & Owner/Builders  
Cover Letter  
ACC Construction Checklist

Dear Sir or Madam:

Enclosed is a general list of the ACC construction submittal requirements derived from the ACC Guidelines. Also enclosed is an ACC punchlist of important items that contractors should understand. We have put this list together to help clarify, in a condensed form, some of the ACC requirements. This list is not meant to replace the ACC Guidelines but answers some FAQ's on new construction submittal requirements, site preparation and contractor conduct in Sudden Valley. For further information, please consult the ACC Guidelines.

If you have any questions or concerns please contact me at 734-6430 x301.

Sincerely,

Anthony Cavender  
SVCA AC Manager  
acm@suddenvalley.com



**SUDDEN VALLEY  
COMMUNITY ASSOCIATION  
ACC NEW CONSTRUCTION CHECKLIST**

---

**New Construction Submittals that do not meet ACC submittal requirements will be rejected prior to ACC staff review.**

**Disposition, Quality and Content of Submittals (14.8.7):**

Building documents submitted to the Committee for approval shall be as near as possible to “professional quality” and shall include:

1. **SVCA APPLICATION & CHECKLIST FORMS** completed and **signed and fully completed by property owner** stating that documents and site preparation are sufficient to allow adequate review by the Committee.
2. **TREES TO BE MARKED WITH A BRIGHTLY COLORED RIBBON (NO PAINT), FOOTPRINT STAKED, & SURVEY COMPLETED** at time of application submittal. Any missing items will result in the *submittal not being accepted*.
3. **LICENSED SURVEY COMPLETED**
4. **LETTER FROM SURVEYOR WITH SURVEYOR’S SEAL**
5. **WATER/SEWER AVAILABILITY** from Water District 10
6. **SPECIFICATION SHEET INCLUDING:**  
**Paint chips, roof color, siding material, retaining material, and exterior lighting samples.**
7. **SVCA BUILDING APPLICATION – Signed and fully completed by owner.**
8. **Two sets of: Building Plans, Site Plans & Landscaping Plans.**
9. **Two sets of PLANS**
  - ◆ **Two (2) FLOOR PLANS** for all interior space using **1/4” = 1’0” scale**.
  - ◆ **Typical Building Sections and Exterior ELEVATION Drawings** of all sides of the structure sufficient in detail to show methods of construction as well as **accurate depiction of selected materials.**
    - ◇ **IMPORTANT: Include FINISHED GRADE** on all elevations for accurate measurement of height restriction.
    - ◇ **Height Restriction:** Height restrictions will be enforced. (See sec. 14.6.2 & Appendix B)
    - ◇ **Exposed Concrete:** No more than 18” of exposed concrete (i.e. foundation or other supporting walls) will be allowed. Finished concrete (eg. exposed aggregate) may be approved at time of construction application to the ACC.
  - ◆ **VARIANCE REQUEST** as may be applicable, in writing.



**SUDDEN VALLEY  
COMMUNITY ASSOCIATION  
ACC NEW CONSTRUCTION CHECKLIST**

---

10. **Two SITE PLANS using 1"=10'.**

- ◆ **Site Plan** at an accurate minimum scale of **1 INCH = 10 FEET** depicting:

Location of home	Setbacks
Driveway, Walks/Decks/Patios	Tree Locations
Vegetation	Topography
Legal description	Location of utilities

Location of: Stormwater Retention Pit and cleanout, Propane Tank (if applicable)  
& Retaining Structures.

- ◆ **Location of Proposed Structure**
  - ◇ Roof line (solid) and wall lines (dashed);
- ◆ **Setbacks** from the property boundaries to **Eaves**;
- ◆ **Driveway(s)** with the proposed **finish surface(s)** (gravel, concrete, asphalt) & Grade;
- ◆ **Walkways/Decks/Patios** – Location & composition;
- ◆ **Trees:** Accurate location, species & size of all trees on lot;
  - ◇ Other major vegetation (heavy ground cover, etc.);
- ◆ **Topography** (with contour lines at two (2')-foot vertical intervals);
  - ◇ Any major geological features;
- ◆ **Legal Description** (Division & Lot, Physical Street Address);
- ◆ **Storm-water Retention System**
  - ◇ **Location**, including main sump and clean-out;
- ◆ **Propane Tank Location (LP)** as per Fire District regulations;
- ◆ **Retaining Structures** – Location & composition
- ◆ **North arrow** for orientation;
- ◆ **Wall lines of existing homes** on adjacent lots;

11. **Two LANDSCAPING PLANS**

- ◆ **LANDSCAPING PLAN** – Placement & description of plants, rock features, proposed fencing, and trees.

## **ACC Checklist Addendum for General Contractors & Owner/Builders**

- ◆ **Permits**: You must have Whatcom County, Water/Sewer & SVCA permits prior to commencement of any construction activity.
- ◆ **Hours of Operations**: Are 8am to 6pm Monday through Saturday. (Sec. 14.7.1)
- ◆ **Erosion Control installed**
  - ◇ **Silt Fence or wattle** as approved. Remember, 0% silt transport allowed to leave the site. Call for Erosion Control inspection. (Sec. 14.7.3)
  - ◇ **Check dams** in storm water ditch prior to clearing. Sandbags, Straw Bales, or the Triangular Silt Dam are products used for this purpose. (Sec. 14.7.3)
  - ◇ **Backfill piles** covered with visqueen (plastic sheets), OR mulched with appropriate materials. (Sec. 14.7.3)
- ◆ **A Portable Toilet** must be onsite before clearing commences. Portable Toilets must be positioned a minimum of 5' inside the property lines. (Sec. 14.4.2)
- ◆ **No Track Vehicles on any road surface**: Any track vehicle unloaded on roadway must be done with appropriate protection between the roadway and tracks. (Sec. 14.4.5)
- ◆ **No Fires or Burning**: No outdoor burning is allowed in Sudden Valley. (14.7.2d)
- ◆ **Road Closures or Blockages**: You must call Security (360-319-8200) and the Fire Department (Fire District #2- 360-676-8080) to report road closure time and duration. Signs and flaggers must be utilized. **Failure to notify these departments 24hrs in advance will result in a fine. (Sec. 3.7)**
- ◆ **Inspections**: Erosion Control, Storm Water Retention Pit, Setbacks and Driveway prior to pouring any concrete, and Final. Must call 24 hours in advance.
  - ◇ **Failure to call for any of these inspections will result in an immediate \$100 fine.** Subsequent failures will prompt additional fines that increase per incident
  - ◇ **All projects must pass the final inspection prior to resident occupancy of the structure.** Occupancy prior to final inspection will result in loss of all or part of the construction completion deposit.

**Failure to meet any of these items will result in fines as determined by the Schedule of Fines (Section 17 of the ACC Guidelines).**

**All citations will be written to the property owner. General Contractors and Owner/Builders are responsible for the activities of Sub-Contractors they employ in Sudden Valley.**