



June 1, 2025

To: Contactors and Owners/Builders

Hello:

The following is a general list of the Architectural Control Committee (ACC) construction submission requirements derived from the Architectural Control Policies along with a new construction application and summary of important issues that contractors should understand.

We compiled this list to help clarify some the ACC requirements in a condensed form. This list is not meant to replace the AC Policies but answers some frequently asked questions regarding new construction submission requirements, site preparation, and project management in Sudden Valley.

If you have any questions, please email accadmin@suddenvalley.com or contact the SVCA office at 360.734.6430.

Best Regards,

Allen Helvajian
Compliance Manager
360-734-6430 x302
accadmin@suddenvalley.com



PROCEDURE FOR SUBMITTING APPLICATION

- Applicant must make an appointment by the last business day of July of the current year with the Architectural Control Inspector to submit the application and plans. Please email acinspector@suddenvalley.com to set an appointment or contact staff at 360-734-6430.
- Architectural Control Committee meetings take place on the first and third Thursday of each month. Please check with ACC staff for exact dates and times. Only completed submittals receive at least 10 business days prior to each meeting will be eligible for review at the subsequent meeting. Complete submittals will be reviewed in the order they are received. Some may be postponed to the next meeting.

SUMMARY OF REQUIREMENTS

Disposition, Quality, and Content of Submittals: Building documents submitted to the ACC for approval shall be as near as possible to “professional quality” and shall include the numbered items below. Submittals that do not meet ACC requirements may be rejected prior to ACC staff review.

NOTE: All documents must be submitted in electronic pdf form in addition to the standard paper submissions in order to distribute copies to the members of the ACC.

1. **SVCA Application and Checklist must be signed and fully completed by the property owner** stating that all documents and site preparation are sufficient to allow adequate review by ACC.

2. **Payment of the Encroachment Application:**

<u>Living Space Square Footage</u>	<u>Amount</u>
• 1,000 square feet Min and greater:	\$7,000
• Additions (smaller than existing home):	Based on Tier & Inspection Schedule

Criteria determining tiers (more detail in Appendix N) are: Raising roof, open space reduction, expanding out a wall, triggering a re-survey, triggering a driveway inspection, installing new fuel source, extensive retention work, affecting Sudden Valley right-of-way. Tier 1 applies if consultant participation is not required to perform the preliminary review and addition is not affected by defined criteria. Tier 2 applies to additions that are affected by 1–3 defined criteria excluding driveway changes. Tier 3 applies to additions that are affected by 4+ defined criteria and or any driveway changes. Fees for additions are:

Tier 1	\$ 750	Setback Inspection (if needed)	\$250
Tier 2	\$1,200	Driveway Inspection (if needed)	\$200
Tier 3	\$1,700		

3. **A Refundable Completion Deposit** will be due at the time of the Pre-Construction Compliance Review Meeting. The deposit will be returned once the final inspection requirement has been met. (Per AC Policies 14.8.9).

<u>Project Type</u>	<u>Amount</u>
• Single Family Home:	\$20,000
• Additions:	\$2,500 and/or variable deposit based on project

4. **Copy of survey by licensed surveyor** including topography, trees, and square footage.
Note: Due to Sudden Valley’s location in the Lake Whatcom Watershed, it is advised that physical characteristics of the site be reviewed to identify environmentally sensitive areas, such as streams, wetlands, forest, and wildlife features. If any are found, the applicant should contact Whatcom County



Planning & Development Services (360-778-5900) immediately to discuss any potential buffers or restrictions.

5. **Plan requirements** – One copy of each of the following documents must be submitted. Additionally, an electronic copy of each of the following documents must also be submitted.
 - **Floor plan** for all interior space using ¼-inch = 1-foot scale
 - **Elevation Drawings and Exterior Building Sections** using ¼-inch = 1-foot scale depicting all sides of the structure in adequate detail to show methods of construction and an accurate depiction of the selected materials.
 - **Must include finished** grade on elevations for accurate measurement of height.
 - **Height Restriction** will be enforced. (Per AC Policies 14.6.2 and Appendix B)
 - **Exposed Concrete** can be no more than 12” of exposed concrete (foundation or other supporting walls) on a level grade of 18” average on stepped foundations. Finished concrete must be approved at time of application to the ACC.
 - **Site plan using 1-inch = 10-foot scale.** The site plan should include:
 - **Location of Proposed Structure** showing roof line (solid) and wall lines (dashed).
 - **Setbacks** from the property boundaries to **eaves**.
 - **Driveway** with the proposed finish surface (gravel, concrete, asphalt) and grade.
 - **Walkways/Decks/Patios:** Location and composition.
 - **Turn-Around** and/or permanent non-driveway parking areas.
 - **Trees** with accurate location, species, and size of **ALL** trees on lot greater than 6” dbh.
 - **Major Vegetation:** Heavy ground cover, etc.
 - **Topography** with contour lines at two foot vertical intervals and any major geological features.
 - **Legal Description** with Division and Lot, physical and street address.
 - **Stormwater Retention System:** Location, including clean-out and sump, if applicable.
 - **Propane Tank Location** as per Fire District Regulations.
 - **Retaining Structures:** Location, height, and composition.
 - **North Arrow** for orientation.
 - **Wall Lines** of existing homes on adjacent lots.
 - **Checklist** (Appendix J): Printed and filled out on Site Plan.
 - **Detailed Landscaping plan using 1-inch = 10-foot scale** showing the placement and description of plants, rock features, proposed fencing, and trees.
 - **Driveway cross-section, using 1-inch = 10-foot scale** showing grade change from garage slab to edge of roadway.
6. **Water/Sewer availability** from Lake Whatcom Water and Sewer District Office (360) 734-9224.
7. **Specification Sheet** – Colors must be represented using paint chips or painted paper. **NO COPIES OR PICTURES.** On the Specifications Sheet included with this packet, include specific locations of each color for body, trim, and accent, if applicable. Also include roof color, garage color, siding materials, retaining wall materials, and exterior lighting samples.
8. **The house footprint staked, and roof lines indicated with string** at time of application submittal. The corners of the proposed structure (including eaves) shall be staked with roof corners in one color and decks in a different color.
9. **Trees proposed for removal must be marked with brightly colored ribbon. No spray paint!**



10. **Copy of Certificate of Insurance** with the minimum requirements outlined below:

- Commercial General Liability (Occurrence Form) \$1,000,000/\$500,000 (additions)
 General Aggregate *IF MULTIPLE BUILD SITES* (Other than Prod/Comp Ops Liability) \$1,000,000/\$500,000 (additions)
 Products/Completed Operations Aggregate \$1,000,000/\$500,000 (additions)
 Personal and Advertising Injury Liability \$1,000,000/\$500,000 (additions)
 Each Occurrence \$1,000,000/\$500,000 (additions)

Sudden Valley Community Association must be named as Additional Insured

- Workers Compensation and Employer’s Liability/Stop Gap
 Workers Compensation State Statutory Limits
 Employer’s Liability
 Bodily Injury by Accident \$1,000,000 for each accident/\$500,000 (additions)
 Bodily Injury by Disease \$1,000,000 policy limit/\$500,000 (additions)
 Bodily Injury by Disease \$1,000,000 for each employee/\$500,000 (additions)

- Umbrella Liability
 Each occurrence and Aggregate \$,000,000/\$500,000 (additions)

The above coverages must be placed with an insurance company with an A.M. Best rating of A-:VII or better.

11. **Written application for any needed variance.** This may include variance requests for setbacks, structure height, deadline, or to address other ACC guidelines. To request a variance, complete the Variance Request form included in this packet.

12. Plan submittals and compliance reviews will not be conducted on Fridays. A formal appointment is required for both plan submittals (New Construction Submittal Meeting) and compliance reviews (Pre-Construction Compliance Review Meeting). Please email acinspector@suddenvalley.com to set up these meetings.

**APPLICATION CHECKLIST**

(APPLICANT TO FILL OUT)

APPLICATION			
Has application been filled out?		Yes	No
	Name, address, and phone number of OWNER	Yes	No
	Name, address, and phone number of CONTRACTOR	Yes	No
	Signatures of OWNER and CONTRACTOR	Yes	No
	Proof of Insurance	Yes	No

ENCROACHMENT PERMIT			
Is Encroachment Permit filled out?		Yes	No
Is OWNER/PROPERTY "in good standing" with SVCA?		Yes	No

DRAWINGS / DESIGN			
Is there 1 hard copy and 1 digital copy of the drawings?		Yes	No
Site plan including topography, trees, square footage lot		Yes	No
Elevation views depicting existing and finished grades		Yes	No
Driveway cross-section, road edge to garage slab		Yes	No
Does the site plan include:			
	Accurate contour lines in 2' vertical increments	Yes	No
	North arrow and legal description	Yes	No
	Roof line and footprint of house	Yes	No
	Actual setback dimensions to eaves	Yes	No
	Finished floor elevation	Yes	No
	Slab elevation of garage per topography	Yes	No
	Proposed material for driveway	Yes	No
	Decks and patios	Yes	No
	Accurate tree locations, sizes, and types	Yes	No
	Trees marked for removal and indicated	Yes	No
	Location of stormwater retention pit with overflow	Yes	No
	Propane tank location (if applicable) and screening	Yes	No
	Retaining walls (as required)	Yes	No
	Culvert (if required)	Yes	No

FIELD WORK			
Licensed survey and/or location of legal property corners		Yes	No
Have the trees proposed for removal been flagged?		Yes	No
Have the house corners been staked out and strung for review?		Yes	No

SPECIFICATIONS			
Have you supplied details on the Specification Sheet?		Yes	No
	Siding and trim materials	Yes	No
	Body, trim, and accent colors	Yes	No
	Lighting sample	Yes	No
	Roofing materials and color	Yes	No
	Square footage of finished living space	Yes	No

The information above is accurate and true to the best of my knowledge.

Signature _____ Date ____/____/____

Printed Name: _____

Circle One: Owner Contractor Other Representative



APPLICATION FOR NEW CONSTRUCTION

Circle Type:	Home Construction	Remodel	Addition	Other (Describe):
Street Address:				Div/Lot
Owner(s) Name(s):				
Mailing Address:				
Email Address:			Cell Phone	Work Phone

CONTRACTOR: AC Inspector MUST BE **contacted for inspection 24 hours prior to all inspections** by completing an ACC Inspection Request form. Required inspections are:

- Installation of **erosion** control measures
- **Setbacks** prior to pouring of any concrete for either slab or foundation/forms
- Installation of **driveway** and/or apron
- **Completion** of work and occupancy of home

I have read and understand the Sudden Valley Community Association Architectural Control Policies.

Contractor Signature:		Date:
Company Name:		License:
Mailing Address:		
Email Address:	Cell Phone:	Office Phone:

Bank or Loan Agency:			
Valuation of Structure: \$		Square Footage:	
Use: (Circle)	Permanent Residence	Vacation/Weekend	Rental
Variance Request (Circle):	Yes	No	If Yes, must attach Variance Request form

The following items must be submitted at time of application:

- SVCA Construction Application and Checklist (**must be signed by property owner**).
- Application fee (per AC Policies 14.8.8).
- Copy of survey by a licensed surveyor including topography, trees, and square footage.
- Two (2) sets of construction plans (including floor plan, elevations, and finished grade).
- Two (2) copies of site plan @ 1"=10' scale (see AC Policies Appendix I for sample)
- Two (2) copies of landscaping plan @ 1"=10' scale
- Driveway cross-section, showing road edge to garage slab
- One (1) copy of specification sheet including paint chips, roof color, and lighting sample
- **Proof of insurance** (see Item 10 above)
- One (1) copy of water/sewer availability
- Property and building corners must be staked and strung
- ALL trees requested for removal must be clearly ribboned and indicated on site plan.
- Written application for variance, if any
- Refundable Completion Deposit (due during permit meeting per AC Policies section 14.8.8)



I agree to construct and maintain the above described single family dwelling in accordance with the plans and specifications submitted as the same may be approved by the ACC and further agree not to allow said single family dwelling to be used as a multiple family dwelling or duplex or to be used in any way which violates the Restrictive Covenants, Rules, and Regulations or Architectural Control Committee Policies.

I hereby acknowledge that the ACC, according to the Restrictive Covenants, is in no way responsible for any defects, of whatever nature, in the plans and specifications submitted. I agree to undertake full responsibility to accurately ascertain the lot lines delineating the boundaries of my property. I understand that the ACC in approving my plans and specifications, including site plan, is in no way warranting or representing the actual location of the lot lines delineating the boundaries of my property. I also understand that an infringement onto adjoining properties due to lot clearing or excavation shall be rectified prior to the framing of the structure.

Application

Submitted by (*Print*): _____

Circle One: Owner Contractor Other Representative

Signature of Owner(s): _____

Printed Name

of Owner: _____ Date ____ / ____ / ____



SPECIFICATION SHEET

Street Address:	Div/Lot
Owner(s)/Contractor Name(s):	

Siding Type:
Trim Type:
Gable Type:
Roof Type:
Lighting Type:
Retaining Wall Materials:
Other Finish Materials:

Samples

SIDING/BODY COLOR	TRIM COLOR	ACCENT COLOR
		Garage Door: Front Door: Other (Specify Locations):
ROOF COLOR	RETAINING WALL SAMPLE	LIGHTING SAMPLE



APPENDIX N

Tier Structure for Residence Additions & Structural Changes

See SVCA Fines and Fees Schedule for applicable fees.

Defined Criteria for Additions:

- a) Raising Roof or Increasing Height of Structure requiring detailed Height Review
- b) Significant Lot Encroachment (e.g., installing a garage or carport) requiring detailed Property Coverage and/or Open Space Reviews
- c) Pushing Out a Wall such to require Reviews of Setbacks, Coverages and/or Exposed Concrete
- d) Any Actions requiring the lot to be Resurveyed
- e) Any actions affecting the Driveway and its Interface with Sudden Valley roads
- f) Installation of new Fuel Sources for items such as Generators, Heat Pumps, etc. requiring additional reviews/inspections
- g) Retaining Wall Installations that would require reviews/inspections
- h) Any actions affecting Sudden Valley ROW

Tiers and Reviews/Inspections

Tier 1 – Additions Not affected by Defined Criteria

Tier 2 – Additions that are affected by not more than three (3) defined criteria excluding Driveway Changes

Tier 3 – Additions that are affected by four (4) or more defined criteria and/or Driveway Changes.

	Preliminary	Compliance	Setback	Driveway	Final
Tier 1	N	Y	P	N	Y
Tier 2	Y	Y	P	P	Y
Tier 3	Y	Y	P	P	Y

P = Possibly depending on project



APPENDIX J

Owners' and Contractors' Checklist

Site Plan Including Landscape Details

All Plans to Include the following Information Legend

Prepared By
Phone Numbers
Owners' Name(s)
Site Address Including Tax Parcel and Division & Lot
Lot Area SF
House Footprint SF
Vertical Height
Living Area SF
Garage Area(s) SF
Total Impervious Surface
Driveway and Walkway SF
Driveway Slope %
Deck(s) SF
Open Space %
Defined Setbacks
Elevation Landmarks
Colors for House, Trim, Accent, Garage Door, Roof, Lights
Detailed Landscape Plan to Include Tree Removal / Replanting
Whatcom County Planning Review



INFORMATION FOR GENERAL CONTRACTORS AND OWNER/BUILDERS

- **Permits:** You must have the following permits prior to commencement of any construction activity:
 - Whatcom County Building Permit
 - Water/Sewer Permit
 - SVCA Permit (REPA)

- **Hours of Operations:** Change seasonally (Per AC Policies 14.7.1)
 - **May 1 – Oct 31** M-F 8 AM to 6 PM, Sat 8 AM to 5 PM (except Concrete), Sun/Holidays No Noise
 - **Nov 1– Apr 30** M-Sat 8 AM to 5 PM (except Concrete), Sun/Holidays No Noise
 - **Concrete** M-Sat 8 AM to 6 PM (mobilization and placement) Sun/Holidays None

- **Erosion Control:**
 - Silt fences and other silt screening must be installed correctly (Per AC Policies Appendix E).
 - Areas of exposed soil that will not be modified within 24 hours must be covered with mulch, straw, or plastic sheeting.
 - Soild piles that will not be used within 24 hours should also be covered.
 - Additional materials should be available onsite to implement additional erosion control as needed or required.

- **Portable Toilet:** Must be onsite and a minimum of 5' inside the property lines before clearing commences (Per AC Policies 14.4.2)

- **Track Vehicles:** Any track vehicle unloaded on roadway must be done with appropriate protection between the roadway and tracks (Per AC Policies 14.4.5).

- **Fires or Burning:** No outdoor burning is allowed in Sudden Valley (Per AC Policies 14.7.2(d)).

- **Road Closures or Blockages:** Any site work expected to impact road traffic requires completion of a Road Closure Request on the Sudden Valley website and emailing the Fire Department at info@swrfa.org. Notification must be received at least three (3) working days in advance, during the hours of Monday through Friday, 8:00 AM to 4:30 PM. Failure to notify these departments three (3) working days in advance will result in a fine.

- **Required Inspections:** Erosion Control, Setbacks, Driveway (prior to pouring any concrete), and Final. **Must receive each inspection request 24 hours in advance** Monday through Friday, 8:00 AM to 4:30 PM using the ACC Inspection Request form on the Sudden Valley website.
 - Failure to request any of these inspections will result in a \$400 fine. Subsequent failure will prompt additional fines that increase per incident.
 - All projects must pass the final inspection prior to occupancy. Occupancy prior to the final inspection will result in a \$1000 fine and possible forfeiture of the Completion Deposit.

- **Failure to meet any of these rules and guidelines may result in fines as determined by the most current Fines & Fees Schedule.**

- **All citations will be written to the property owner. General Contractors and Owner/Builders are responsible for all Subcontractors they employ.**



ADMINISTRATIVE PROCESSES AND TIMELINE

- Owner or Builder fills out **New Construction Checklist & Application** and assembles submission. Application is currently located in yellow bullet here: <https://suddenvalley.com/home/commonly-requested-forms/>
- Owner or Builder emails AC Inspector (acinspector@suddenvalley.com) to set up **New Construction Submittal Meeting**

At and following the New Construction Submittal Meeting:

- Owner or Builder submits plans to AC Inspector for review at least 10 days prior to ACC Meeting (NOTE: This only gives the AC Inspector 3 days to review the plans which must be submitted to the ACC 1 week prior to the ACC Meeting)
- Owner or Builder pays \$7000 Application Permit Fee
- AC Inspector gives feedback on submission
- Owner or Builder makes changes to submission and resubmits it at the latest 7 days prior to ACC Meeting (this gives the ACC members time review plans and visit worksite)
- ACC Meeting dates, times, places are listed on the Sudden Valley website currently here: <https://suddenvalley.com/2025-architectural-control-committee-meeting-agendas-minutes/>

- **ACC approves submission**
- **Security begins daily patrol** of the worksite
- Owner or Builders who fail to follow the guidelines of the AC Policies will incur fines as outlined in the **SVCA Fees & Fines Schedule** listed under Amenities on the Resident Resources tab here: <https://suddenvalley.com/residents-resources/>
- Owner or Builder emails AC Inspector (acinspector@suddenvalley.com) to set up **Pre-Construction Compliance Review Meeting**

At and following the Pre-Construction Compliance Review Meeting

- Owner or Builder meets with AC Inspector
- Owner or Builder submits Whatcom County Building Permit
- Owner or Builder provides Proof of Insurance meeting the minimum SVCA insurance requirements as outlined above in Item 10 of the SUMMARY OF REQUIREMENTS
- Owner or Builder completes and signs SVCA Tree Removal/Limbing Permit
- Owner or Builder pays \$20,000 Refund Completion Deposit
- AC Inspector submits signed Revocable Encroachment Permit Application to Sudden Valley Administration

- Owner or Builder is notified to pick up the **approved permit** aka REPA via email from the AC Inspector
- Owner or Builder is notified to pick up the **Construction Site Yard Sign** via email from the AC Inspector
- Builder **begins construction**



- Owner or Builder requests **inspections** using the ACC Inspection Request Form currently located in green bullet here: <https://suddenvalley.com/home/commonly-requested-forms/>
- Owner or Builder must submit a New Construction Change Request to the ACC for approval for **ANY and ALL changes** to the original submission. This form is currently located in the yellow bullet here: <https://suddenvalley.com/home/commonly-requested-forms/> Owner or Builder sends form via email to accadmin@suddenvalley.com and acinspector@suddenvalley.com
- Owner or Builder understands all **partial and full road closures** must be approved by Administration (*exception is a partial road closure for delivery of 15 minutes or less – **no full road closures without approval** even if it is only for a short delivery*)
 - Owner or Builder submits request using the Road Closure Request currently located in green bullet here: <https://suddenvalley.com/home/commonly-requested-forms/>
 - Road closures are posted on the SVCA website currently located here: <https://suddenvalley.com/road-updates/>
 - Road closures require flaggers per the REPA.
- Owner or Builder provides neighbors **48-Hour Notices** of concrete pours. The Appendix P form (2-up) is included as the last page of this document and can be copied for distribution to the neighbors.
- Owner or Builder submits extensions requests beyond 12 months using the **Extension and Re-Approval Request** currently located in the orange bullet here: <https://suddenvalley.com/home/commonly-requested-forms/> Owner or Builder sends form via email to accadmin@suddenvalley.com and acinspector@suddenvalley.com. These requests must be approved by the ACC.
- Once approved by the ACC, the Owner or Builder **MUST pay the Extension Fee before the original 12-month approval expires** and keep monthly payments up to date. Failure to do so may result in a **STOP WORK ORDER**.
- Owner or Builder must request the **return of Refundable Completion Deposit** via email to acinspector@suddenvalley.com.
 - Processing includes full review of the construction file and may take 1-2 weeks
 - A letter outlining any withheld money for outstanding fees or fines will be sent via USPS and emailed to the Owner or Builder
 - AC Inspector will submit a check request for the refund
 - Check request will be approved by the GM
 - Check will be processed by Accounting
 - Check will be signed by two Board of Directors
 - Owner or Builder needs to allow 3-4 weeks for the return of the deposit