

# Guidelines for Completing Application for Development/Construction Approval

## When must I complete an Application?

The *Application for Development/Construction Approval* form must be submitted to the Architectural Committee before you:

- install or modify your utilities or access (electric, water, sewer, driveway, etc.) and you will need to dig or otherwise move earth; (*CC&R's page 6 Part a Approval of All Changes to Property Required*) or
- construct new or modify any above-ground structure (e.g., house, deck, barn, fencing, shed, non-movable storage container, pre-fab shed/structure, etc.) (*CC&R's page 3 Part II Lot Covenants Section(h)*)

## What must be included in the Application?

- Fill in all blanks on the application form.
- Attach a site plan drawing to the application, showing all property lines and indicating the measured distance from any proposed improvement to the property lines. (Required setbacks- except for access drives, paths, bridges, and landscaping- are at least 30 ft. from front and rear boundaries and at least 20 ft. from side boundaries.) (*CC&R's page 2 Part II Lot Covenants Section (b)*)
- Be aware of property lines that border Association roads. Do not encroach on the road right-of-way.
- For new construction and/or additions, attach copies of blueprints, elevations, and site plans, including measured dimensions.
- Be aware that all new constructed residences must include at least 720 square feet of interior living space and be no greater than two stories in height. (*CC&R's page 2 Part II Lot Covenants Section (a)*)
- Removal of any trees 3 inches or greater in diameter requires approval by the Architectural Committee. Plans for tree removal should be included in the Application form. (*General Covenants page 5 Part IV Section (h) Trees*)
- Applicants must receive written approval from the Architecture Committee before beginning any work covered by the application.

**Things to consider when planning new structures or other property modifications, suggested by the Architecture Committee:**

1. Proximity to the neighbor's wells and septic systems.
2. How your improvements will fit in the topography of your lot, and affect the view of the neighboring lots.
3. Snow sliding off structures and snow plowing your driveway. Where will the snow be pushed by plow-man?
4. How much shoveling will you have to do in the winter time to get out of the house/garage?
5. Will Emergency Services be able to find and access your property? Ensure you have a blue reflective "911" sign visible from the road, and make your driveway wide enough for firetruck/emergency vehicles access and if possible, a turnaround.
6. Per Okanogan County code, outdoor lighting "shall be directed downward & shielded to minimize potential glare to motorists and off-site residents. . . ." Your lights should light ONLY your property as needed, and strive to preserve our Methow Valley's dark skies. For more info about how to reduce light pollution on your property visit [www.methowdarksky.org](http://www.methowdarksky.org)
7. We live in Wildland Urban Interface (WUI) country. When possible, you should use the best fire-resistant materials you can afford and follow the National Fire Protection Agency's (NFPA) guidelines for defensible space in the 5ft, 30ft, and 100ft areas around your structures. For more info see:

<https://www.nfpa.org/-/media/Files/Firewise/Factsheets/FirewiseHowToPrepareYourHomeForWildfires.pdf>

8. Choose your landscaping wisely. Use drought resistant plantings to replace native growth you may have disturbed during your construction. Once you disturb soil in the valley, YOU WILL HAVE NOXIOUS WEEDS you didn't know were on the property. Contact Okanogan Conservation District or visit their website at [www.okanogancd.org](http://www.okanogancd.org) for more information on plantings, water conservation, wildfire risk, local native plants, and living with wildlife.

**CONSTRUCTION/DEVELOPMENT IMPROVEMENT FEE SCHEDULE  
(EFFECTIVE 1-1-2024)**

**STORAGE SHED (UNDER 200 SQ. FT (MEASURED BY OKANOGAN COUNTY STANDARD)** NO FEE

**STORAGE SHED/OUTBUILDING OVER 200 SQ FT BUT LESS THAN 500 SQ FT** \$100

**HOUSE/STRUCTURE/BUILDING/OUTBUILDING**

**.20 PER SQ FT AS MEASURED BY BUILDING PLANS SUBMITTED TO OKANOGAN  
COUNTY FOR BUILDING PERMIT**

**(.20 x SQ FT = TOTAL FEE)**

<b>EXAMPLE:</b>	720 SQ FT (WHICH IS MINIMUM SIZE PER SMRC COVENANTS) X .20	\$144
	1,500 SQ FT	\$300
	1,750 SQ FT	\$350
	2,000 SQ FT	\$400
	2,500 SQ FT	\$500

This Construction/Development Improvement Fee is in place to mitigate the impact to our roads for the extra wear and tear caused by heavy construction equipment (i.e., dump trucks, concrete trucks, contractor trips, etc.). **PLEASE ADVISE ALL CONTRACTORS THAT THE SPEED LIMIT ON SMRC ROADS IS 15 MPH. THEY MAY BE SUBJECT TO RESTRICTION OF USING ROADS IF OBSERVED VIOLATING OUR SPEED LIMIT.**

E-mail [treassmrc@gmail.com](mailto:treassmrc@gmail.com) for questions regarding fees.

Email Completed Application form, site plan, building plans, and any other supporting documents to Kathi Cherrier, [Treassmrc@gmail.com](mailto:Treassmrc@gmail.com).

Mail check for the fee payable to Sun Mountain Ranch Club, PO Box 1227, Winthrop, WA 98862.

Sun Mountain Ranch Club Homeowners & Membership Association

Application for Development/Construction Approval

Name(s) of property owner(s):

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Applicant mailing address:

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E-mail address (required)

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Project physical address:

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Contact number(s):

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Location: Lot # \_\_\_\_\_ Sun Mountain \_\_\_\_\_ Rodeo Trails \_\_\_\_\_ Start date: \_\_\_\_\_

Please describe project briefly (storage shed, home, garage, tree removal) attached separate page if necessary:

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Name, address & contact information for builder:

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**Applicant signature**

**Date**

**Approval:**

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Architectural Committee Chairman

Date

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Architectural Committee Member

Date

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Architectural Committee Member

Date

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Architectural Committee Member

Date

**Please email Application form, Site Plan with required supporting materials to** Kathi Cherrier, Architect Committee Chair @ [treassmrc@gmail.com](mailto:treassmrc@gmail.com).

**Construction/Development Improvement Fee due prior to final approval**

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