



Architectural Control Committee

Move-In Building Submission Form Information:

All owners are required to complete a **“Move-In Building Submission Form”** for any move-in structure coming to the Hat Island Community. The “Move-In Building” submission form needs to accompany your proposed project plans in order to be considered. **Please submit all required building documents as requested on the submission form. When complete, please submit your plans to the HICA Office, Attention of the Island Manager.**

3 Ways to Deliver Your Plans to Us!

Email: hioffice@hatisland.com

Fax : (360) 444-6614

Mail: Hat Island Community Association, 3616 Colby Avenue PMB 334, Everett, WA

Here is the Review Process we follow:

Step #1:

Owner reads the Restrictive Covenants (CCR’s). This document is located on the Hat Island Website Document Library. **Your signature is required as noted in “Owner Verification Statement”** of this form to confirm that this document has been read and you agree to adhere to all CC&Rs as a condition of approval of your project.

Please review the Move-In House Policy on pages 5 and 6 for requirements of your move-in structure.

Step #2:

Submit your completed/signed Building Submission Form along with your plans as required in the Submission Form. The ACC will make its decision within 30 days of your submission date if all information is submitted and complete. Incomplete information will be requested via email and can result in delays in the review/approval process. The application documents are to be sent to the HICA for the attention of the Island Manager. If you have not heard back from the ACC after 30 days, please contact the HICA office.

Prior to the scheduled ACC site review, all Lots must be identified with corner markers and your building/project staked within your lot lines. Important note: clear access into the property, along property lines, and to each flag (property corners and house site), are required and necessary.

<p>Step #3: The ACC will review your documents for the project, make a site visit <u>and</u> review your submission for lot line setbacks, structure location, and check conformity with the Restrictive Covenants (CCR's). If there are questions regarding the project the Committee will contact, you for clarification. The ACC will prepare notification of approval/denial with conditions as required.</p>	<p>Step #4: If your project is approved, you will be required to review and agree to building conditions set forth in the approval form.</p>
<p>Step #5 Once the approval form with owner initials/signatures agreeing to the conditions is submitted back to the HICA Office, a "Water Letter" for residences will be provided based on water-hookup availability. Contact the Island Manager for Water Letter information, availability, and costs.</p>	<p>Step #6 The owner, owner's building contractor and moving contractor (as appropriate and applicable) will schedule a meeting on-site to confirm the best haul route for the house move and other related move logistics. Prior to the move, the owner will provide all required documents, Snohomish County building permits, pest control certification and fees as applicable. Pending the specifics of your project, the Manager may have additional requirements as necessary and required for the move.</p>



Architectural Control Committee Move-In Residence/Structure Submission Form

Submission Date: _____

Owner(s) Name: _____ Lot # _____

Cell Phone: _____ Alt. Cell#: _____

Mailing Address: _____

Contractor Name: _____ Email: _____ Cell Phone: _____

Structure Type: _____ Residence _____ Other Structure (Please Identify) _____

Please review the "Move in House" policy located on page 5-6. If you have any questions, please contact the Island Manager at hioffice@hatisland.com

Please check that you have included the following information:

_____ Plot/Site Plan that clearly provides the property line lengths, north arrow, scale, contours, and setbacks as required by the CC&Rs. Please accurately include all existing and proposed structures (with dimensions), proposed driveway location and parking areas. **Note: Parking areas may not be located on the Community easement(s).** Drawings must be at a scale of 1" = 20' or 1" = 30'. All plans, elevations, specifications, etc. sheets must have the building type (i.e., shed, garage, SFR), owner name and lot number.

_____ Provide a signed septic system plan by an authorized licensed septic system designer. Lot measurements must be included on the septic drawings that match the plot plan submitted.

_____ Structural/Elevation drawings: Provide elevations for "final average grade" from all sides of the structure. Note: Structures cannot exceed 30 feet in height. Refer to Snohomish County Assistance Bulletin #58 for building height calculations.

_____ Provide any modification "footprint" changes including accurate drawings of any changes to the structure. If none, mark N/A.

_____ Provide actual photographs of the existing structure (all sides).

_____ House or other structure interior drawings to include layout and intended use of each room (i.e., note bedroom, kitchen, bathroom etc.) with room dimensions (if a two-story structure, please include the same information for the upper floor).

_____ Drainage Plan and Critical Areas clearly designated and identified as required by Snohomish County Building Department.

_____ Geotechnical Report as required by Snohomish County Building Department for bluff, shoreline, or interior properties.

_____ Exterior Materials List. If different from the photographs of the existing structure, please list the type of siding to be used, roof materials to be used. If this is noted on the Exterior view/Building Elevations page, please make a note here.

Please Note: In accordance with the restrictive covenants (CC&Rs), Section #9, only an approved single-family residence/dwelling (SFR) may be utilized as a living-quarters at any time. Garages, sheds or other outbuilding /structures with a second floor may not be used for dwelling purposes at any time.

Location Markers for Property Boundaries and Property:

Note: The ACC is not responsible for survey or marker location/verification. It is the responsibility of the owner to make sure property boundaries have been properly identified prior to inspection/construction.

Please Verify:

_____ All 4 Property Corners at the survey pins are Clearly Marked. **Please use flags or stakes to identify the property corners.**

Comments If Needed:

_____ The Project (i.e., SFR or other structure) is Clearly Designated. **Please use spray paint, flags or stakes and string to identify all corners (i.e., NE, SE, NW, NE, etc.) of the move-in structure.** These should match the structure dimensions provided on your plot/site plan.

Comments If Needed:

Owner Verification Statement:

I /we have read and understand the Hat Island Community Association’s (HICA) Restrictive Covenants (CC&Rs) and agree to adhere to these requirements. I/we have also reviewed and understand the Hat Island “Move-In House” policy. I/we agree that if the covenants, conditions, and/or other directives of the ACC/HICA are violated, fines and/or revocation of this building plan approval, and the removal of the structure at my expense, may result. I/we agree to hold the ACC and Hat Island Community Association harmless for any compliance issues arising out of other governmental regulations / restrictions.

This document must be signed by all owners of the lot.

_____ Date: _____

Owner Signature

_____ Date: _____

Owner Signature

_____ Date: _____

Owner Signature



Move-In House Permit Application

1. Owner acknowledges that relocation of an existing home or structure (“Move In Home”) to Hat Island involves unique issues and potential impact to HICA owned property including, but not limited to, beaches, roads, and infrastructure. Accordingly, Owner acknowledges and agrees that approval to bring an existing home or structure requires approval by the ACC and HICA, subject to the requirements set forth herein.
2. Prior to scheduling delivery of a Move In Home or any other structure via beach landing, Owner will provide to the HICA office a copy of all required Snohomish County permits, including, but not limited to:
 - a. Approved **barge landing permits from Washington State Department of Wildlife**. This permit is typically referred to as a Hydraulic Permit Approval (HPA) and will be specific to your project.
 - b. Approved **Residential Building permits from Snohomish County Department of Planning**, which includes, but is not limited to, approval of:
 - i. Building Foundation.
 - ii. Critical Areas.
 - iii. Surface water drainage.
 - iv. Health District approval (i.e. on-site sewage disposal permit).
 - v. Land Disturbing Permit.
 - vi. Other permits through Snohomish County Building Department which may include plumbing, electrical, structural, and/or mechanical.
3. Prior to scheduling delivery of a home or any other structure via beach landing, the Owner will provide a written proposed plan for transport that includes identification of the proposed landing site and method/route for transport of structure to the Owner’s lot, which shall include the following:
 - a. The landing location/site, which shall be the North Marina Beach, absent of a compelling reason to use another location. Absent of prior written approval, landing at any other location is strictly prohibited.
 - b. Landing Hours: 6am to 10pm PT.
 - c. Equipment: There shall be no long-term storage of equipment on Hat Island property. Equipment and material storage will be allowed for a brief period of time before and after the move. This time period will typically be 4 hours at the beginning and end of the move. Extensions to this length of time must be arranged at the time of application. All equipment/materials shall be off the island when the move-in personnel leave.
 - d. As stated in the HPA Permit, no materials or equipment shall be left on the beach or landing site.

- e. HICA Staff will need to be assigned to observe the process **each time the house moves**.
- f. The owner shall provide written proof that the moving company has general liability insurance that meets the following requirements:
 - i. HICA listed as an additional insured.
 - ii. Combined single limit bodily injury and property damage: «One Million Dollars » (\$ «1,000,000 ») each occurrence, «Two Million » (\$ «2,000,000 ») general aggregate.
 - iii. Personal Injury: One Million (\$1,000,000) personal injury (with Employment Exclusion deleted, if applicable).

4. Owner shall pay a permit fee to HICA in the amount of \$5,000, which includes fees for administrative overhead and use of HICA property for landing the structure and use of roads. In the event the ACC or HICA do not approve a request to import a Move In Home, or if Owner withdraws the application for any reason, then HICA shall partially refund the fee. HICA shall retain not less than \$1000 and may retain additional fees to cover any hard costs incurred by HICA.

5. Move In Houses may not be moved onto Hat Island until the lot is ready to receive the structure. The site must be ready for the home to be set on its foundation in its permanent location. All excavation, foundation, and site clearing must be complete prior to delivery. The ACC and/or HICA may specify additional requirements with respect to a specific lot based on the characteristics of the lot such as its location, access, topography geometry, or other characteristics.

6. Under no circumstances shall Move In houses be left on the Community roads/property/easements/common areas without the written approval of the Island Manager. If approval is granted, it will be for a limited timeframe as determined by the Island Management and/or Board of Trustees.

7. Prior to the move, the Island Manager or their designee will meet with the owner/contractor(s) to confirm the best route from the landing area at the beach to the property owner's lot. Logistics to be confirmed at that meeting include, but are not limited to, barge/landing craft logistics to prevent damage to the shoreline and other sensitive areas. The Barge Contractor will provide a representative knowledgeable in all aspects of the home move and placement of the structure onto the identified foundation location. Note: The owner and their house-move contractor will be responsible for all storage or damage costs related to the inability to place the structure over the foundation hole during the scheduled move date(s) outside of the permit fee.

8. The owner/contractor will provide a certificate from a licensed Washington or other U.S. State or Canadian Province pest control business certifying the building is free of any pests (wasps/bees, bed bugs, termites, etc.) or rodents/mammals (rats, mice, opossums, bats etc.) prior to moving the house to Hat Island. The inspection and date of the certificate is required to be within 30 days of the move-in date.

9. The owner is responsible for all move costs. If the move requires alteration of HICA property, alteration of property subject to HICA easements, or will impact lots owned by others, then Owner must 1) obtain written approval from HICA and/or other owners prior to altering any property and 2) in the event additional HICA staff, time, or services are required to accommodate the work, then Owner shall pay additional fees for such services, including but not limited to: staff time, tree trimming/cutting, debris clean-up, or road work.

THE REQUIREMENTS SET FORTH ABOVE ARE SUBJECT TO THE FOLLOWING:

1. Any permit or agreement for use of HICA beaches, roads, or property for transport of a Move In Home is revokable if Owner fails to meet the obligations set forth herein or if HICA determines, at any time, that transport cannot be accomplished in a reasonably safe manner that protects persons and property.
2. Owner agrees and recognizes that transport of a home involves inherent risks. HICA makes no warranty that its property is suitable to support the transport of a home. It is the responsibility of the Owner and its contractor to fully evaluate whether or not the structure can be transported to the Owner's lot(s).
3. Owner assumes full responsibility for any and all damage to roads, infrastructure, HICA property, and property owned by other HICA members. Owner further assumes any and all liability for personal injury to any persons in connection with the transport or installation of a Move In Home.
4. Owners agree that any and all financial obligations to HICA shall be treated as "assessments" levied pursuant to HICA's governing documents, subject to HICA's lien against the Owner's lot(s) and pursuant to By-Laws of Hat Island Community Association, Article VIII.
5. Execution of Exhibit A is required prior to scheduling delivery of Move In Home to Hat Island.

BY MY SIGNATURE BELOW, I HEREBY AGREE TO ALL REQUIREMENTS AND CONDITIONS AS SET FORTH
HEREIN:

Owner(s) of Lot _____

(print name)

(print name)