

# TIME LINE AND PROCEDURES OF APPROVAL PROCESS FOR RESIDENTIAL CONTRUCTION

1. Find CC&Rs, Building Application, New Construction Agreement, Rules Regulations and Procedures, plus this Time Line for Approval posted on the CRCA web site.
2. The Building Application for approval accompanied by building plans/plot plan or drawing of proposed improvement is sent to the ACC thirty (30) days prior to beginning construction.
3. Owners/contractors will conduct a walk-through of the property by an ACC representative. At that time, structure placement, planned tree removal and neighbor views will be reviewed, and documented. The ACC representative will also inform adjoining property owners of the development plans.
4. The ACC will report in writing with regards to the owners' application, within thirty (30) days from the receipt of all requested documentation.
5. When Chelan County stamped plans and proof of insurance are available, a meeting at the construction site is set with the owners/building contractor, and your ACC representative. The purpose is to discuss the ACC Builders Guidelines (listed on the web page). During the initial property walk through or during this visit, the owner or contractor will identify and mark all trees over six inches in diameter to be removed during construction and identify the needed space for septic drain field.
6. If the plans are not approved by the ACC and the owners choose to re-submit altered (or new) plans, the ACC will respond to the owners in writing within fourteen (14) days of receipt of the new plans.
7. During construction, the ACC representative will visit the construction site to determine if the ACC Building Guidelines are being followed and help with issues that might arise. And the ACC representative will solicit the owners/contractor for landscape plans which will also need to be completed during the entire construction (eighteen (18) months from foundation excavation) time frame. Because every lot will be different, owners/contractors will be asked to submit landscape plans, in their own format, to the ACC prior to the completion of construction.
8. Guidelines for preparing landscaping and drainage/erosion control plans:
  - a. Preliminary plans should include written/diagram(s) outlining how surface water will be collected and drained. Plans might include but not limited to gutters and downspouts, utilization of natural drainage features, placement of French drains, rockeries and rock filled dry wells. It might involve directing surface water to natural drainage across property lines which will require other owner permission in your notes. These plans do not have to be professionally drawn but should be drawn over a plot plan with sufficient detail to make them understandable.
  - b. As construction is completed, and before final grading, these plans should be updated and a copy submitted to the ACC for review.
  - c. Landscaping plans should primarily address restoration of disturbed soils, ground covers, erosion control and planned plantings. Erosion control balanced with good wildland fire protection practices is of principle concern for the ACC. Areas not protected from wind erosion must be mulched or irrigated until seeded vegetation or natural vegetation is restored.