

# IRISH BEACH ARCHITECTURAL DESIGN COMMITTEE

PO Box 237

Manchester, CA 95459

## Irish Beach Building Procedures Major Exterior Projects - (effective 01 May 2006) Single Public Meeting Guideline

**This single public meeting guideline is for use for major modifications where ALL project related data (building envelope, topographic data and view corridor analysis) meets current IBADC standards. The Property Owner is strongly encouraged to contact the IBADC and discuss the applicability of this guideline.**

Any project that extends the perimeter of the existing dwelling on the property or adds a freestanding garage will be classified as major improvement. The planned project must set within the building envelope approved when the original dwelling permit was issued. The CC&Rs will be the guiding document in the approval of construction. It is advised that a copy be in the Owner's possession before beginning the project planning.

All projects are required to meet or exceed Mendocino County and State of California building codes and requirements. Failure to comply with these requirements will cause the approval of a project to be rescinded without a refund of the associated fees. Satisfying County and State requirements is the sole responsibility of the Architect, the Professional Architectural Designer, and/or the Property Owner.

For all definitions, please refer to the IBADC Definitions document.

IBADC will review the proposed project at a regularly scheduled public meeting. Five weeks prior to this meeting the Owner shall provide IBADC with the following. Please refer to the exhibits in the Irish Beach Building Procedures - New Home Construction (NHC).

- Two full size, 25 copies reduced to 11 x 17 and one copy reduced to 8½ x 11 of the site plan topography prepared by a licensed surveyor (the site plan can also be prepared by a licensed architect or designer using a topographic lot plan prepared by a licensed surveyor) with minimum 5-ft. contour lines outside the building envelope and 1 ft inside. The site topographic plan developed for the original home construction may be used. The plan will designate anticipated road access, septic layout and set back requirements. The site plan will be dated and include a graphic scale. This site plan must clearly define:
  - the IBADC approved building envelope
  - the placement of the structure or addition and all existing structures on the property
  - the distances of the addition from property lines and streets
  - all significant changes anticipated to the natural contour of the property caused by excavation or grading.
- Two full size, 25 copies reduced to 11 x 17 and one copy reduced to 8½ x 11 of the proposed house plans and elevations prepared by a licensed architect or designer. All drawings, plans, elevations and sketches will be dated and include graphic scales. Roofing material, exterior siding and color, including windows and doors, will be consistent with the existing structure.
- It is the professional architect's and/or designer's responsibility to clearly show on all submitted drawings:
  - a) the point along the foundation which is considered to be the location of the mean natural grade for the structure
  - b) the elevation of this point
  - c) the elevation(s) of the finished floor(s)

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- d) the vertical distance(s) of the finished floor(s) from the point of the mean elevation of the structure
  - e) the elevation(s) of all roof ridges
  - f) the vertical distance(s) of all roof ridge(s) from the point of the mean elevation of the structure considered for compliance with or variance from the CC&R height regulations.
- 25 copies of a completed "Phase II - Building Worksheet" form. (See NHC Exhibit N° 5)
  - 25 copies of a map (min 8½ x 11) showing all surrounding lots with the approximate location of their primary structures (homes) and the primary views, indicated as arcs, from both the undeveloped lots and the common living areas of primary structures on developed lots. The purpose of this drawing is to show as clearly as possible the view impact of the proposed construction unto neighboring lots. (See NHC Exhibit N° 2)
  - 25 copies of a water disposal written statement regarding disposal of all water from the property to be developed.
  - The original and 6 copies of the Architect's or Professional Designer's Statement of having visited the project site. (See NHC Exhibit N° 6)
  - All documents submitted must include clear identification of the Owner, the property address, and the Irish Beach lot number (not the county parcel number).

At least two weeks prior to the regularly scheduled public meeting, the Owner will have "staked" the perimeter of the new improvement on the lot and be prepared to show highest elevation point of the structure to IBADC by use of a pole or other suitable device. IBADC members will visit the site prior to the public meeting as part of the review process.

Last minute changes or corrections to already issued and distributed Phase II drawings (2 sets of full size drawings, 25 sets of 11 x 17 reduced drawings and one copy 8½ x 11) must be in IBADC's possession at least four days prior to the scheduled public meeting. Failure to meet this requirement will remove the building application from the upcoming public meeting agenda and to be rescheduled to the following public meeting.

Permit application fees must accompany this submittal. (See Fee Schedule Table)

Four weeks prior to a scheduled public meeting, IBADC will mail a package of information describing the project to surrounding property owners. At the public meeting IBADC will review the proposed project and address any concerns of surrounding property owners. Minutes of the meeting will be mailed to all property owners included in the initial mailing. After 30 days, if no objections are received, IBADC will issue the permit.

Should substantial changes result from the public meeting IBADC may request the Owner to provide additional material to mail to surrounding property owners. If an additional mailing is made a waiting period of 30 days will be imposed to allow for public comment and another meeting will be scheduled prior to issuing the permit.

Upon approval of the plans, IBADC will return one full size set to the Owner with IBADC and Owner signatures and dates and will issue a construction permit.

1. This permit will be considered provisional pending IBADC's receipt, review and approval of final construction drawings.
2. Prior to start of construction, IBADC will receive 2 full size sets of all final construction drawings relating to location, height and exterior appearance of all structures signed and dated by the property Owner.

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3. Upon verification of compliance with all Phase II agreements, IBADC will sign the final construction drawings and return 1 set to the Owner and advise the Owner in writing that the permit is now considered in place and that start of construction is authorized.

### **CONDITIONS**

- Prior to the start of construction, the Owner shall submit to IBADC a written statement naming the person(s) responsible for interfacing with IBADC. The statement will include mailing address(es), phone number(s) and e-mail address(es). IBADC will be advised in writing of all changes to such person(s).
- Construction may not commence until the IBADC building permit is issued.
- If construction has not begun within 12 months from the date of the permit the permit holder must request from IBADC the granting of a one-year extension. One one-year extensions may be granted. Fees in accordance with the currently prevailing Fee Schedule Table will apply for all extensions. If construction has not commenced by the end of the second year the permit will be null and void.
- Construction is considered started at the start of any excavation on the lot. (Clearing of vegetation is not considered a signal that construction has started.)
- Once construction begins, the exterior must be completed within twelve months. One three-month extension may be granted by the IBADC when requested in writing prior to the expiration of the original permit. Fees in accordance with currently prevailing Fee Schedule Table will be applicable for all extensions.
- During construction:
  - a) IBADC will receive 2 full size copies of drawings of all construction changes to the exterior appearance of the structure drawing revisions signed and dated by the Owner. Construction will not proceed until IBADC has approved, signed and returned the proposed changes.
  - b) Prior to pouring concrete, the Owner will have a licensed professional with proper credentials confirm in writing, that the building foundation forms are located per the approved Phase II drawings.
  - c) Prior to start of setting the upper wall plate, the Owner will have a licensed professional with proper credentials confirm in writing that the building height(s) is/are within the Phase II approved height(s).
- It is the Owner's responsibility to notify the IBADC in writing when all exterior construction is complete.

### **PROFILE OF HOME:**

The CC&Rs set requirements for maximum structure height and minimum roof pitch. (See CC&R sec. 5.4 & 5.10). When combined these two requirements dictate a profile of the home that is the applicant's responsibility to meet. It is the architect/designers responsibility to minimize the foundation and main floor elevation above ground level. In areas where the change in elevation is more than five feet within the buildable envelope the architect/designer will consider stepping the house so that it blends into the surrounding area and remains within the intent of the CC&Rs. IBADC will consider exceptions and variances in extreme situations. Excavation of more than 5 feet below the original contour of the land should not be considered to alleviate the problem.

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### **HEIGHT VARIANCE APPLICATIONS:**

Applicants for height variances will:

- a) at least two weeks prior to the regularly scheduled public meeting, regardless of difficulty to do so:
  - i) erect story poles at every corner of the structure and ends of all roof ridges
  - ii) connect all the poles with construction tape or equal to clearly show the proposed roof ridge and the structure edges
- b) at least five weeks prior to the regularly scheduled public meeting, submit a comprehensive variance request letter explaining all the reasons for and impacts of the requested variance.

### **OTHER REQUIREMENTS:**

- Roof material shall be of a fireproof composite with a “40 year” grade or equivalent. See CC&R sec. 5.10.
- Flat roofs will be considered only when necessary to alleviate view corridor concerns. See CC&R sec. 5.10.
- Satellite dishes shall be no larger than 1 meter and, as long as a clear line of sight to the satellite position can be obtained, mounted below the roofline and be installed to be as inconspicuous as possible. See CC&R sec. 5.13.
- Site drainage including french drains shall not empty onto neighboring lots. See CC&R sec. 5.14.
- Exterior lighting shall be shielded. See CC&R sec. 5.12.
- Exterior colors (including windows & doors) shall be earth tones or subtle grays in keeping with the surrounding buildings. See CC&R sec. 5.8.
- An active water hookup and one 50ft hose shall be available at the site prior to start of construction.
- At the start of construction portable toilet facilities shall be available on site and remain during construction until in-house facilities are operational.
- As a courtesy to your neighbors please obtain a written consent before using surrounding lots for access or storage of material or vehicles during construction. IBADC requests a copy of the authorization on file before use of any lots.
- Vehicles or trailers used for storage of tools and equipment during construction shall be placed at least 20 ft from the street wherever practical.
- The building site shall be kept clear of trash (paper, cans, bottles, etc.) throughout construction.