

**IRISH BEACH ARCHITECTURAL DESIGN COMMITTEE**  
**PO Box 237**  
**Manchester, CA 95459**

**Irish Beach Building Procedures**  
**New Home Construction (NHC) - (effective 01 May 2006)**

The charter of the Irish Beach Architectural Design Committee (IBADC) is to review and approve home construction and improvements in accordance with the CC&Rs of Irish Beach. These CC&Rs will be the guiding document in the approval of construction and therefore it is imperative that a copy of the CC&Rs recorded 9/17/98 County of Mendocino be in your possession before you begin your project.

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 Failure to comply with these requirements will cause the approval of a project to be rescinded without a refund of the associated fees.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.

The approval will be a two phase process including two public meetings and two mailings.

**Phase I - Site plan review.**

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:

- 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 plan should clearly define the total possible building envelope and any significant changes anticipated to the natural contour of the property caused by excavation or grading. The building envelope is defined as the area remaining on the lot after deducting all set backs, septic layout requirements, potential view considerations and other topographic limitations. The plan will designate anticipated road access, septic layout and set back requirements. The site plan will be dated and include a graphic scale. All documents submitted must include clear identification of the Owner, the property address, and the Irish Beach lot number (not the county parcel number).
- 25 copies of a written narrative describing potential site limitations, septic requirements, site excavation, set backs, and actions that are anticipated in order to deal with them. (NHC Exhibit N° 1). This written narrative must address all potential view impacts.
- 25 copies of a map (min 8½ x 11) showing all surrounding lots with the approximate location of their primary structures (homes) and their 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. (NHC Exhibit N° 2)
- 25 copies of a water disposal written statement regarding disposal of all water from the property to be developed.

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- A copy of the County Health Department septic approval.
- The original and 6 copies of the Architect's or Professional Designer's Statement of having visited the project site. (NHC Exhibit N° 6)

At least two weeks prior to the regularly scheduled public meeting, the site will have stakes in place that identify the lot perimeter and the maximum building envelope. IBADC members will visit the site prior to the first public meeting as part of the review process.

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

Four weeks prior to the public meeting, IBADC will mail a package of information concerning this project to all potentially affected property owners. At this first public meeting IBADC will address all concerns received in writing or by fax no later than one week prior to the meeting.

At this meeting IBADC will offer suggestions regarding potential location, height and size of the home and discuss any correspondence from surrounding neighbors that has been submitted. IBADC will make every effort to resolve differences among the surrounding property owners before approving the site plan with the building envelope.

Unless otherwise indicated, Phase I approval of the proposed building envelope is conditioned upon the IBADC's understanding that the Owner does not intend to pursue a variance request. A review and final approval of the building envelope must be conducted should the Owner propose a variance of any kind during the Phase II application.

### **Phase II - Elevations and final approval.**

A second regularly scheduled public meeting will be held to review and approve the final building plans. Five weeks prior to this meeting the Owner shall provide:

- Two full size, 25 copies reduced to 11 x 17 and one copy reduced to 8½ x 11 of the site plan, with 1 ft contours within the building envelope, will show the IBADC approved Phase I building envelope, cut and fill locations, final locations of all structures to be constructed, and will include decks, retaining walls and fences. This site plan will also include garage and/or off street screened parking for two vehicles and unattached structures for the proper screening of garbage and propane tanks. (NHC Exhibit N° 3)
- 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. (NHC Exhibit N°4) All drawings, plans, elevations and sketches will be dated and include graphic scales. All documents submitted must include clear identification of the Owner, the property address, and the Irish Beach lot number (not the county parcel number).
- It is the professional architect's and/or designer's responsibility to clearly show on all Phase II drawings:
  - a) the point along the foundation which is considered to be the location of the mean natural grade of the structure
  - b) the elevation of this point
  - c) the elevation(s) of all the finished floor(s)
  - d) the elevation(s) of all roof ridges

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- e) 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 detailed written drainage plan describing disposal of all waters from the property to be developed.
- 25 copies of a completed "Phase II - Building Worksheet" form. (NHC Exhibit N° 5)
- County approval for any code variances affecting the exterior construction.
- The primary exterior color sample on a two-foot sample of the siding being used. Sample of the proposed trim color and window frame color. All color samples may be presented at the public meeting.

IBADC will mail a package of information concerning this project four weeks prior to the public meeting to all potentially affected property owners. At this second public meeting IBADC will address all concerns received in writing or by fax no later than one week prior to the meeting.

At least two weeks prior to the regularly scheduled public meeting, the Owner will have "staked" the perimeter of the house 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 make a site visit before the second public meeting and will advise the Owner by phone the date of the planned site visit date thereby giving the Owner or Owner's representative the opportunity to be present for this visit.

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 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.

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.
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. Two one-year extensions may be granted.

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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 third 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. A twelve-month extension may be granted twice 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.

#### **HEIGHT VARIANCE APPLICATIONS:**

Applicants for Phase II 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:**

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- 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.