

**CARLYON BEACH HOMEOWNER'S ASSOCIATION  
OWNER'S BUILDING APPLICATION PACKET  
TYPE 2**

**CARPORT\*/DECK\*/GARAGE,SHOP\*/CONCRETE PAD/RETAINING WALL/SEPTIC  
SYSTEM\*/BULKHEAD/CULVERTS\*/ADDITIONS\*/NEW DRIVEWAY\*/  
GARAGE CONVERSIONS TO LIVABLE SPACE\***

**3/3/2025**

**CARLYON BEACH HOMEOWNERS' ASSOCIATION  
TYPE 2 APPLICATION**

Owner Name \_\_\_\_\_ Date \_\_\_\_\_

Owner Address \_\_\_\_\_ Owner Phone # \_\_\_\_\_

Construction Manager/Contractor Name \_\_\_\_\_ Phone # \_\_\_\_\_

LOT # \_\_\_\_\_ Block \_\_\_\_\_ Div. \_\_\_\_\_ Parcel Number \_\_\_\_\_

**Applicant Project:**

- Carport\*  Deck\*  Garage/Shop\*  Concrete Pad  Retaining Wall
- Septic System\*  Bulkhead  Culverts\*  Additions\*  New Driveways\*
- Garage Conversion to Livable Space\*

**\*NEEDS AN EASEMENT AGREEMENT**

Per CBHA By-Laws and Rules and Regulations prior to receiving a permit, all owners must provide a 5 ft. drainage easement on the three (3) non street sides of lot, filled with Thurston County.

**Building setbacks for CBHA are as follows:**

- Division 1** - Front setback 30' from the property line (not the road)
- Division 2** – Front setback 20' from the property line (not the road)
- Side and back setbacks for both Divisions is 5' from the dripline (gutter)
- The above setbacks apply to all structures including stairs, decks and porches.

**THE MAXIMUM HEIGHT FOR ALL STRUCTURES IS SIXTEEN (16) FEET WITH OR WITHOUT A BASEMENT.**

If the Garage or other structures are detached and separate from the house, each structure must meet the height requirements at it's pre-developed grade. All building and structures to be one story in height not counting basement except when a variance is granted by the architecture committee of CBHA. A variance may be granted on a case-by-case basis for no more than 1-foot above the 16-foot height limit.

**Site plans must accompany all applications for Type 2 permit, showing existing buildings, property lines, and setbacks for all proposed projects, any new drainage needed, and any erosion control measures needed. Where applicable 2 sets of architecture plans need to be submitted with the application.**

**NOTE:** Construction requiring clearing and grading a lot, digging for a foundation or septic, or concrete work may only be started and completed during the period of April 1 thru October 15 unless approved by the Architecture Committee.

**Disclosure of CBHA requirements (Applicant initial each item)**

Proceed in compliance with CBHA and Thurston County and in accordance with the approved plans. This includes responsibility for items that will not be formally inspected.

(\_\_\_) I have read and understand the By-Laws, Rules & Regulations, and Covenants of CBHA as they relate to building, clearing, grading construction, tree cutting and work in the Right of Way and understand that these documents and this application preclude any other statements.

(\_\_\_) Any damage to CBHA property by contractors, sub-contractors or suppliers is the responsibility of the owner. If repairs must be at CBHA expense, any and all costs incurred will be assessed to the owner.

(\_\_\_) Any and all costs associated with legal enforcement of CBHA requirements or any other legal fees or fines associated with this permit will be assessed to and paid for by the owner.

- \$30 Non Refundable application fee
- \$300 Non-interest bearing damage deposit for CBHA property. This deposit will be refunded upon or verification of no damage done or damage fixed and reviewed by CBHA Site Inspector and signed off. This includes Bio Swales.
- \$1825.00 Non-interest-bearing damage deposit for Right of Way work on CBHA roads. This deposit will roll over when a Permit Type 1 is applied for. This deposit is refundable after construction and all inspections are complete and the project has been signed off by the CBHA Site Inspector.

TOTAL \$330.00

OR

\$1825.00 (For Right of Way work)

AFFIDAVIT: I (we) understand and agree to these requirements and accept the responsibilities

Owner(s) Signature(s) \_\_\_\_\_

Construction Manager/Contractor Signature(s) \_\_\_\_\_

Architecture Trustee Approval \_\_\_\_\_ date \_\_\_\_\_

Architecture Member Approval \_\_\_\_\_ date \_\_\_\_\_

++++  
Office use only:

Member in Good Standing \_\_\_\_\_, documents are complete and approved \_\_\_\_\_, fees paid \_\_\_\_\_

Permit Issued \_\_\_\_\_ Permit Expires \_\_\_\_\_

Thurston County permit received- if applicable \_\_\_\_\_

## **STORM WATER/ WATER SYSTEM EASMENT INFORMATION**

**Prior to clearing or any site preparation of your lot, an easement must be granted to CBHA. A copy of that easement must be supplied to CBHA office.**

**The copy must show that the easement has been recorded in the Thurston County Assessor's and/or Treasurer's office. This easement is necessary for construction, repair and maintenance of Storm Water Conveyance and or Potable Water Pipelines and Appurtenances... The easement affords all signatures needed protection.**

**Attached are forms which must be completed with original signatures, notarized and recorded, then returned to CBHA office. The forms should be filled out by the homeowner (notarized signature) and by an engineer or a third party who is knowledgeable about easements. As the property owner you will be billed for an engineer or third-party services.**

**DOCUMENT: STORM WATER EASEMENT AGREEMENT**

**GRANTOR (S)**

**GRANTEES: CARLYON BEACH HOMEOWNER'S ASSOCIATION**

**LEGAL:**

**PARCEL:**

**STORM WATER EASEMENT AGREEMENT**

For A VALUABLE CONSIDERATION, receipt of which is hereby acknowledged, the undersigned Grantor(s) do(es) give and grant to Carlyon Beach Homeowner’s Association, its heirs and assigns a 5’ wide stormwater easement for the purpose of construction, repair, and maintenance of Storm Water Conveyance and/or Potable Water Pipelines and appurtenances.

**PARCEL:**

See Exhibit “A” attached hereto and by this reference is a part hereof.

**PERMANENT EASEMENT**

Said easement is described as follows, TO WIT:

Said easement shall include the right of ingress/egress to, upon and over said land at all times, to construct, maintain and operate, repair, and replace said stormwater and utility systems, provided the Carlyon Beach Homeowner’s Association shall be given the right to utilize such additional width as may be available and necessary temporarily for the placing of excavated materials thereon and for the construction and maintenance operations.

Carlyon Beach Homeowner’s Association, its heirs and assigns agree that in construction, maintenance, operation, repair or replacement of said stormwater and utility system on the above-described property, that it will, at its expense, restore surface of said land to the same conditions which existed prior there to.

Dated at Olympia, Washington, this \_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_

Owner(s) of Lot \_\_\_\_\_, Block \_\_\_\_\_ Division \_\_\_\_\_ Plat of Carlyon Beach Country Club  
(owner’s signature) \_\_\_\_\_ and \_\_\_\_\_

STATE OF WASHINGTON

COUNTY OF THURSTON

On this \_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_ before me personally appeared \_\_\_\_\_

and \_\_\_\_\_ to me know to be the individual(s) described and who executed the foregoing instrument and acknowledge that said instrument to be free and voluntary act and deed of said private lot owner(s) for the use and purposes therein mentioned.

Given under my hand and official seal this \_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_

Notary Public in and for the State of Washington \_\_\_\_\_

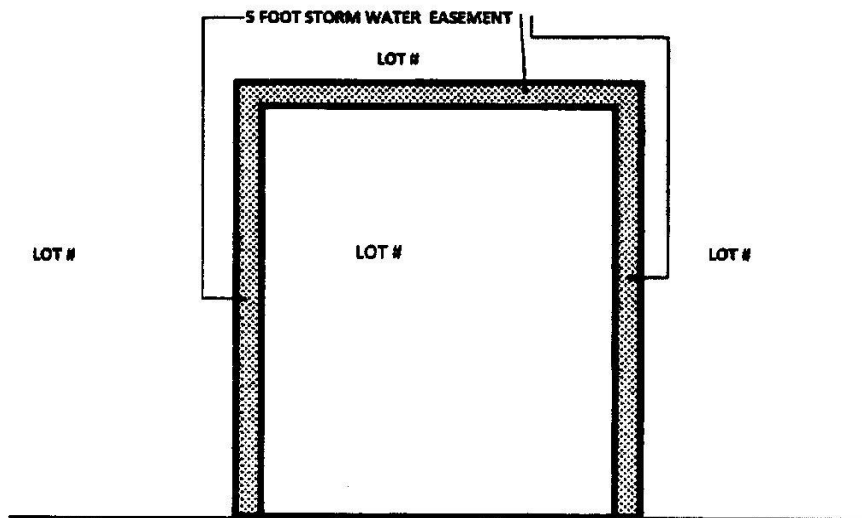
Residing in \_\_\_\_\_ My commission expires \_\_\_\_\_

Dated in Olympia, Washington this \_\_\_\_ day of \_\_\_\_\_,

**STORM WATER EASEMENT EXHIBIT "A"**

LOT ADDRESS _____
PLAT _____
LOT NUMBER _____
BLOCK NUMBER _____
DIVISION _____
OWNER(S) _____
STREET ADDRESS _____
CITY _____
STATE _____ ZIP _____
PHONE _____

NORTH ARROW



Who filled out this form?

Signature \_\_\_\_\_

Printed \_\_\_\_\_

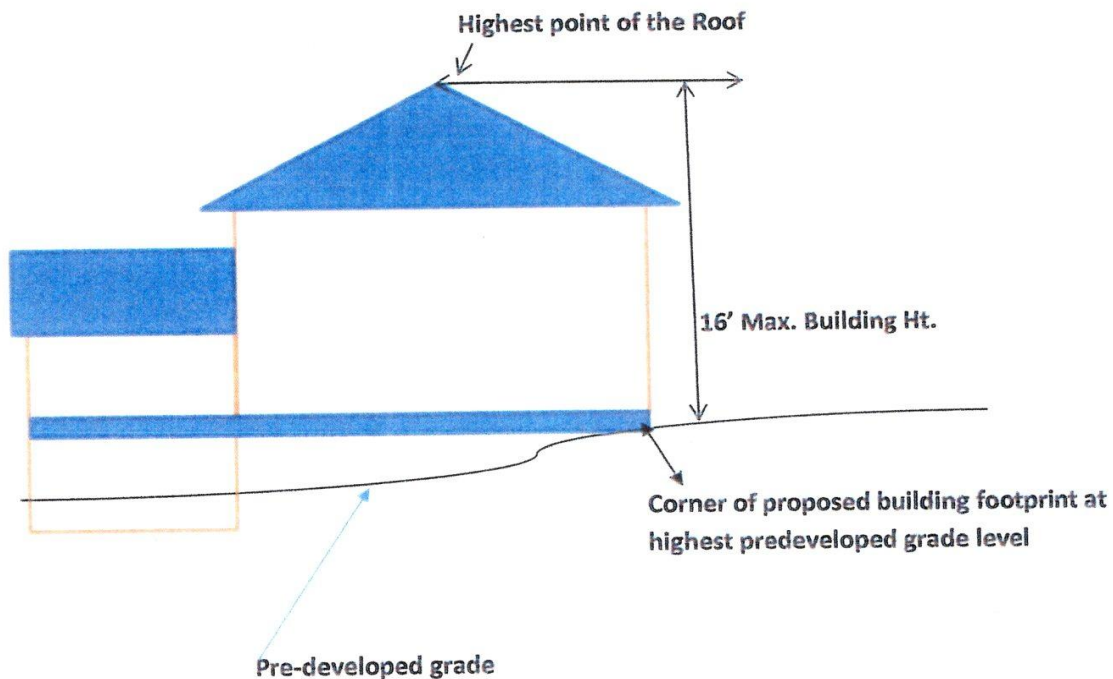
Date \_\_\_\_\_

## CBHA BUILDING HEIGHT MEASUREMENT

### HOW IS BUILDING HEIGHT MEASURED?

Building height is measured from the highest pre-developed grade level at the corner of proposed building footprint (of each separate building) to the highest point of a flat roof or the highest ridge of a gable or hipped roof. The maximum building height with or without a basement shall be sixteen feet (16') and be a one story building. Anything over the one story 16' height would require applying for a variance and be reviewed by the Architecture Committee. \* A VARIANCE NEEDS TO BE APPLIED FOR BEFORE ANY WORK STARTS.

\* NOTE -A variance is granted on a case by case basis and no decision sets a precedent, whether in favor or against the variance.



1. Separate buildings mean a residence and a separate detached garage or garages. The residence and garage are two or more separate buildings. If the buildings are connected with a roof, a common wall or foundation, they can be considered one building.

Owner Signature \_\_\_\_\_ Date \_\_\_\_\_

CBHA Signature \_\_\_\_\_ Date \_\_\_\_\_



# CBHA Impervious Surface Worksheet

Impervious surface is a non-vegetated surface which either prevents or retards the entry of water to the soil mantle under natural conditions before development.

Common impervious surfaces include, but are not limited to, rooftops, walkways, patios, driveways, parking pads or storage areas, concrete or asphalt paving, gravel roads or packed earthen materials. The Impervious surface can be **60% or 20,000 square feet, whichever is less of the total square feet of the lot.**

	Proposed Square Feet	Existing Square Feet
Main Structure		
Addition		
Parking Area		
Driveway		
Sidewalks, Pathways		
Patios		
Accessory Buildings- Garage, Shop, Shed		
Other		
Totals		
Total -Proposed & Existing		
Square Feet of Lot		
PERCENTAGE of Impervious surface coverage		

