

# CHAPTER V

## DESIGN SUBMITTAL AND APPROVAL

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## CHAPTER V

### DESIGN SUBMITTAL AND APPROVAL

*A system of conservation based solely on economic self-interest is hopelessly lopsided. It tends to ignore, and thus eventually to eliminate, many elements in the land community that lack commercial value, but that are (as far as we know) essential to its healthy functioning. It assumes, falsely, I think, that the economic parts of the biotic clock will function without the uneconomic parts. It tends to relegate to government many functions eventually too large, too complex, or too widely dispersed to be performed by government. An ethical obligation on the part of the private owner is the only visible remedy for these situations.*

*Aldo Leopold  
A Sand County Almanac, 1949*

Before the start of site improvements or construction, all new residential development must be approved in writing by the NCC as provided in the CC&Rs and these *Residential Design Guidelines*. Approval by the NCC does not eliminate the need for any required City permits or approvals for site improvements or construction.

All residential properties in Snoqualmie Ridge II are subject to the Declaration of Covenants, Conditions and Restrictions for Snoqualmie Ridge Residential Property (CC&Rs). All owners of residential properties are members of the Snoqualmie Ridge Residential Owners Association (ROA). The CC&Rs should be reviewed for legal clarification for all entitlement procedures.

#### A. New Construction Committee

The New Construction Committee (NCC) has jurisdiction pursuant to the CC&Rs over all original exterior construction and private lot frontage landscaping up to the point of initial occupancy except for issues covered in Chapters 8 and 11 of the Snoqualmie Ridge II Development Standards and Snoqualmie Municipal Code. These chapters cover issues such as landscaping in the public right-of-way, building height, lot coverage and setbacks.

The City Planning Department shall have an official role as a participant on the Snoqualmie Ridge II New Construction Committee for residential plan review and shall have ultimate authority to approve basic plans and elevations for consistency with the façade variation requirements.

In addition to review by the NCC, these elements are subject to review by the City at the point of preliminary plat or building permit application. The NCC reviews design applications, interprets the Design Guidelines and approves or denies all proposals for

residential construction in Snoqualmie Ridge. Interior layout is not reviewed unless it directly affects the exterior appearance or privacy of other lots.

The composition of the NCC is set forth in the CC&Rs. The committee will meet as often as its business requires. All new residential development must be approved in writing by the NCC as provided in the CC&Rs and these Residential Design Guidelines. Municipal buildings are subject to review by the NCC. The NCC may make non-binding recommendations to the City regarding compliance with these design guidelines.

**B. Modifications Committee**

The Modifications Committee has jurisdiction pursuant to the CC&Rs over all exterior building modifications, additions or alterations after initial occupancy. It may delegate its authority as to a particular neighborhood to the appropriate board or committee of the neighborhood.

The composition of the MC is set forth in the CC&Rs. The committee will meet as often as its business requires. All modifications to the exterior of existing residential property must be approved in writing by the Modifications Committee as provided in the CC&Rs and the Residential Design Guidelines.

**C. Procedure**

No work on a site improvement or residential structure may be initiated within Snoqualmie Ridge until approved by the New Construction Committee or Modifications Committee (refer to the CC&Rs), and any required City permits or approvals have been obtained.

Approval by the appropriate committee does not waive requirements for City of Snoqualmie permits, nor does obtaining City permits waive the need for NCC or MC approval. The review process is diagrammed in Figure 4.1.

Approval by the appropriate committee satisfies the requirements of SMC 17.80, Design Review, as provided by Final Plan Condition 13.

**1. Pre-Design Phase**

A recommended pre-design meeting enables the applicant to discuss the proposed project prior to completing final drawings, to clarify questions about the design guidelines and approval process, or to receive informal comments on preliminary concepts. More than one pre-design meeting may be scheduled if the applicant desires.

Conceptual drawings may be presented to the appropriate committee before or at the pre-design meeting. Any combination of drawings-or simply a discussion with no drawings at all- may be appropriate for this preliminary review.

Depending on the nature of the project, the committee may ask for more information or suggest that certain alternatives or issues be addressed in the final

submittal. The committee may waive requirements, or ask for additional information to reach an informed decision.

**2. Design Phase**

Applicant prepares and submits applications. Information beyond the minimum may be submitted. The committee will review the application to make sure it is complete, then notify the applicant of a review date.

Plans and specifications should be submitted to:

**Mailing Address:**

Snoqualmie Ridge  
New Construction Committee  
35131 SE Douglas Street, #112  
Snoqualmie, WA 98065

14725 SE 36<sup>th</sup> St.  
P.O. Box 130  
Bellevue, WA 98009

**3. Application Review**

Application review will proceed once a complete application, as determined by the Committee, has been received. The committee shall meet and issue a decision within 15 working days after it receives a complete application and plan submittal. If the Committee determines that an application is incomplete the applicant will be notified and the review clock will stop. If the committee fails to either approve or notify incompleteness within 15 work day period, then, the application shall be deemed approved and the applicant is entitled to a Letter of Approval (LOA ).

When an application is approved, LOA shall be issued. This LOA must accompany a plat or building permit application to the City. Enforcement of any NCC requirements is the sole responsibility of the NCC and the applicant. Both committee and City approvals must be obtained prior to the start of any site or building improvements. Committee approval does not replace approvals from the City, except that issuance of the LOA and compliance with the Snoqualmie Ridge Development Standards shall satisfy the requirements of SMC 17.80, Design Review.

NCC approval is valid for one year from its issuance or from the date of City final plat approval, whichever is later, even if ownership of the site changes.

MC approval is valid for one year from its issuance or from the date of City approval, whichever is later, even if ownership of the site changes.

**4. Modifications**

A Letter of Approval (LOA) from the Modifications Committee (MC) is required prior to any exterior modification (e.g. painting) or addition to a structure or lot, regardless of whether a building permit is required.. Additions or modifications may also require a building permit from the City. (Figure 4.2)

Previously approved colors and landscaping or fences specifically mentioned in these guidelines may be installed without submittal to the MC. Approved colors are available from the Residential Homeowners Association.

**5. Construction**

Securing home construction permits is the applicant responsibility. All construction shall conform to the final submittal as approved by the NCC and applicable City approvals.

**6. Completion of Project**

The NCC has the right to access a building site at any time to inspect for compliance with approved plans. If any construction has occurred without approval by the committee or with significant deviations from approved plans and specifications, the committee may issue a notice of violation to the owner. The notice shall describe the violation and any corrective action. Until a resolution agreeable to the committee has been implemented, no further applications for construction or modification submitted by the owner will be approved.

**7. Amendments to Approvals**

Changes in site plans, plats or architectural plans after initial approval require a separate committee review and approval process, and may require City approval.

**8. Differing Design Proposals**

An applicant may propose a design that differs from these design guidelines:

- ◆ When dictated by site-specific circumstances such as unusual topography, natural constraints, or aesthetic or environmental considerations; or
- ◆ When the different design would promote the construction of affordable housing as defined in the Affordable Housing Action Plan attached to the Final Plan.

The different design may be approved only if it is consistent with the purposes and intent of the design guidelines, as set forth in Chapter I of the Snoqualmie Ridge II Development Standards, and with the approved Mixed Use Final Plan.

**9. Appeals**

The committee responsible for a decision may reconsider any action after it becomes final if any of the following apply:

- ◆ The action was based in whole or in part on erroneous information.
- ◆ The action when taken failed to comply with applicable laws or regulations.

- ♦ An error of procedure occurred which prevented consideration of interests of persons directly affected by the action.
- ♦ An appeal is filed within 30 days of the approval.

**10. Amendments to Guidelines**

The Residential Owners Association board of directors may amend or supplement the design guidelines in accordance with the CC&Rs. It is intended that these guidelines be reviewed from time to time and revised in response to changing conditions.

The NCC shall notify the City of Snoqualmie by mail or e-mail at least 10 days in advance of any meeting called for the purpose of approving any amendment to the Residential Design Guidelines, and shall provide the City with a copy of the proposed amendment. Any such amendment shall be subject to the approval of the City Council, provided that City Council shall consider and decide on requested amendment within 90 days..