

NORTH BAY PARK ARCHITECTURAL REQUEST



NORTH BAY PARK ARCHITECTURAL REQUEST

PLEASE SUBMIT ONLY ONE PROJECT PER REQUEST FORM

Complete the Request in Blue or Black ink

Member: \_\_\_\_\_ Cabin/Campsite #: \_\_\_\_\_ Date: \_\_\_\_\_  
Phone #: \_\_\_\_\_ Email: \_\_\_\_\_

Submit your request for review by the Architectural Committee prior to the 28<sup>TH</sup> of each month. Place it in the Board Drop Box in the NBP clubhouse, or submit it by posted mail to: INTEGRA Property Management, Inc. P.O. Box 31936, Bellingham, WA 98228 or send it by e-mail to INTEGRA at: [incam@live.com](mailto:incam@live.com). Forms that have been reviewed will be scanned and e-mailed to the requestor or you can enclose a self-addressed stamped envelope for the reviewed form to be returned to you. No work may commence prior to approval by the Architectural Committee. Additional request forms are available in the NBP clubhouse or on-line at [www.NBP.com/forms](http://www.NBP.com/forms)

**PROJECT:** (describe the size, material, color, and submit a DRAWING of lot structures or improvements)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**ADDITIONAL INFORMATION REQUIRED FOR YOUR REQUEST:**

- A. A drawing is required describing placement of your improvements please provide details on:
  - a. Setback distance (per NBP Bylaws)
  - b. Total square footage of all impervious surfaces (for e.g., park model or manufactured home, shed, roof structure, all concrete, et al.)
- B. Please ensure all setbacks are noted and in compliance as identified in NBP Bylaws and as required by Whatcom County.

Committee Use ONLY:

Approved \_\_\_\_\_ Rejected \_\_\_\_\_ Resubmit \_\_\_\_\_ (See p. 3 for comments)

Committee: ( \_\_\_\_\_ ) ( \_\_\_\_\_ ) ( \_\_\_\_\_ ) Date: \_\_\_\_\_  
( \_\_\_\_\_ ) ( \_\_\_\_\_ ) ( \_\_\_\_\_ )

Project Completed on: \_\_\_\_\_ Inspected By: \_\_\_\_\_ In Compliance? YES \_\_\_ NO \_\_\_

# NORTH BAY PARK ARCHITECTURAL REQUEST

Please read and initial the guidelines below *before* you submit your architectural request.

1. Any and all Whatcom County and State permits must be obtained and copies submitted to the Architectural Committee before any work commences. (For e.g., enclosing a deck requires a Whatcom County permit) \_\_\_\_\_ *Initial*
2. The Owner must contact every project-relevant UTILITY Company for the location of its lines and assumes ALL LIABILITY for any damage to them (i.e., electrical, water, sewer, telephone, cable TV, Gas and/or irrigation lines) that occurs during work.  
\_\_\_\_\_ *Initial*
3. All work must conform to the NBP Bylaws & Regulations documents in effect at the time construction or work begins. (Refer to NBP Bylaws & Regulations) \_\_\_\_\_ *Initial*
4. All improvements approved on this Architectural Request Form, must be completed within 6 months of the date of approval on the Architectural Request Form or the owner must submit a request for an extension of time to complete the project. \_\_\_\_\_ *Initial*
5. If you are using an outside contractor, please supply the following:  
Name of Contractor \_\_\_\_\_ Phone: \_\_\_\_\_  
State Contractor's LIC# \_\_\_\_\_
6. NBP Architectural committee or INTEGRA (360- 656-5091) must be notified 72 hours prior to DELIVERY of any structures to be placed on your property. This will ensure the main gate is open at time of their arrival. The Owner and/or authorized representative *MUST* be available at the installation site when they are delivered.
7. Any debris and or rubbish from the CONSTRUCTION or work site must be removed by the contractor or the property owner. Absolutely no construction materials are to be discarded in the trash compactor or seasonal dumpster. See p. 4 for close available disposal sites.  
*NBP will levy a fine and/or cost for the removal of such material or for any other improper use of the Park's garbage area.*
8. COMPLIANCE NOTIFICATION REQUIREMENT--When you complete your project you must notify the Architectural Committee in writing whereupon a Committee member and a Board member will inspect it to determine that it complies with the original, approved proposal. \_\_\_\_\_ *Initial*

I have read and understand the above guidelines.

\_\_\_\_\_  
Print Name of Member

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Cabin/Campsite #

# NORTH BAY PARK ARCHITECTURAL REQUEST

---

---

## Architectural Committee Use Only

**Comments on Approval:** \_\_\_\_\_

---

---

---

---

**Reason For Rejection:** \_\_\_\_\_

---

---

---

---

**Requirements to Resubmit:** \_\_\_\_\_

---

---

---

---

**Comments on Inspection and Compliance: Date of Inspection** \_\_\_\_\_ **Sign-off** \_\_\_\_\_

---

---

---

---

# NORTH BAY PARK ARCHITECTURAL REQUEST

---

## ADDITIONAL INFORMATION

Welcome to North Bay Park! For your convenience, we have listed the phone numbers for the current UTILITY COMPANIES and OTHER OFFICES you may need for service, permits, or general information.

### PLEASE CALL BEFORE YOU DIG!

Labor & Industries ----- (360) 647-7300

Whatcom County Planning & Development----- (360) 676-6907

PSE Electric----- (888)-225-5773

Cascade Natural Gas ----- (888)-522-1130

Telephone, TV Cable (Comcast) ----- (800) 266-2278

Birch Bay Water & Sewer ----- (360) 371-7100

1-800 DIG ----- (800)-424-5555

DOT Satellite Disposal Site ----- (360)-398-2025  
(4297 Birch Bay Lynden Rd. 9:00AM-5:00PM Sundays)

Recycling and Disposal Services ----- (360)-384-8011  
(4916 Labounty Drive, Ferndale, WA 98248, Exit 260 off I-5)

INTEGRA Condominium Association Management, Inc. (360) 656-5091

(You may obtain a copy of your original lot diagram from INTEGRA if you wish)

**Birch Bay Water & Sewer requires you to come in and fill out an application for service. To find its office, drive south on Birch Bay Drive (follow the bay) past Birch Bay State Park until you come to a Y in the road. Bear to the left to the utility located at 7096 Pt. Whitehorn Road.**