

SUN RANCH

Building Approval Form

Application and checklist, based on the Restatement of Declaration of Covenants, Conditions, and Restrictions ("CC&Rs"), Sections II, V, and VI

Before you dig, build, grade, clear, or install anything on your lot, complete this form and submit it with the required attachments. Getting written Board approval before you start avoids delays, extra cost, and enforcement action.

1. Owner and lot information

Date: _____

SROA member name: _____ Lot number: _____

Property address: _____

Mailing address: _____

Email address: _____

Phone number(s): _____

Brief description of project: _____

2. Does your project need approval?

Under CC&Rs Section V(a), Board approval is required before any "material change in the existing state" of your lot. This is broader than just new buildings. Check any that apply to your project:

- ☐ Constructing, adding to, or altering a building, structure, or complex (house, garage, barn, stable, corral, shed, etc.)
- ☐ Installing a mobile home, camper, or other temporary shelter for use as a temporary residence
- ☐ Installing utility facilities (power, water, septic, etc.)
- ☐ Excavating, filling, or otherwise disturbing the surface of the land
- ☐ Changing the grade, ground level, or drainage pattern
- ☐ Clearing of trees
- ☐ Erecting a sign or advertising device (other than a basic property/address ID sign)
- ☐ Placing a shipping container, conex box, or similar large storage container

If you checked any box above, prior written Board approval is required before you begin. Ordinary landscaping and necessary crossings of access drives, bridges, or paths are exempt (CC&Rs §II(b)).

3. Confirm your project meets the standing requirements

- ☐ Use is residential/recreational.

Lots are for recreational-residential living, including horses, other livestock, and fruit/agricultural crops, and customary related purposes only (CC&Rs §II).

☐ Minimum size met (new dwellings).

A permanent dwelling or residence must provide at least 500 sq. ft. of living floor area, exclusive of garages, porches, patio, and accessory structures (CC&Rs §II(a)).

☐ Setbacks met.

All above-ground improvements (except landscaping and necessary access crossings) must be set back at least 20 feet from the lot boundary lines shown on the recorded plat (CC&Rs §II(b)).

☐ Lot size/dimensions unchanged.

The lot must remain the size and dimension shown on the recorded Survey or Plat Map unless the Board has approved a change (CC&Rs §II(e)).

☐ Pedestrian/equestrian ways preserved.

Reserved ways shown on the plat must remain open to pedestrians, animals, and vehicles for reasonable access (CC&Rs §II(d)).

☐ No business or commercial use.

Property may not be used for business or commercial activity unless the Declarant has consented in writing, or it is specifically permitted by a Supplemental Declaration (CC&Rs §IV(a)).

4. What to attach

CC&Rs §II(f) requires plans, specifications, and plot plans to be reviewed in advance of construction. Attach the following:

- ☐ A site (plot) plan that shows property lines, the locations of the house/cabin, garage, driveway, and outbuildings, and setback distances from all lot lines
- ☐ Building plans and specifications for the proposed structure(s), including the square footage of living space
- ☐ A footprint drawing (a two-dimensional drawing showing the perimeter of the structure and its length and width dimensions)
- ☐ An elevation drawing (a scale drawing of the upright part of the structure, including the roofline shape and height)
- ☐ Exterior design details (materials, colors). The Board's review is limited to exterior appearance, not interior layout or design
- ☐ For land-disturbing work: a description of any grading, excavation, filling, drainage changes, or tree/vegetation clearing involved
- ☐ For a temporary residence (mobile home, camper, or other temporary shelter) while building: a written request for Board approval of temporary use, including the construction timeline for the permanent dwelling (Temporary Construction Residence Policy, Resolution No. 2026-17)
- ☐ For a shipping container: its dimensions, its location on the lot (shown on the site plan), its intended use, and how it will be screened from roads and neighboring lots (Shipping Container Storage & Screening Policy, Resolution No. 2026-19)

5. How to submit

Submit the completed form and required documents using one of the following methods:

- Email it to sunranchmemberstonasket@gmail.com.
- Send it by US Mail to **PO Box 407, Tonasket, WA 98855**.
- Deliver it in person at a board meeting or make arrangements to give it to one of the board members (see the <https://www.sunranchtonasket.org> website for contact information).

Timing: the Board decides applications at its monthly meeting. A complete application received at least 7 days before a meeting will be decided at that meeting; one received later will be decided at the next meeting.

6. What the Board will consider

Per CC&Rs §V(b), the Board has complete discretion to approve or disapprove your submission, evaluated against these objectives:

- Consistency with the general purposes of the CC&Rs and any applicable Supplemental Declaration
- Safety: the change must not be unsafe or hazardous to any person or property
- Views: minimizing obstruction or diminution of the view of others
- Visual continuity: avoiding a marked or unnecessary transition between improved and unimproved areas, or sharp definition of property boundaries
- Design quality: good, attractive design in harmony with the rustic and natural setting
- Preservation: whether the change preserves and enhances existing natural beauty

The Board decides each submission by majority vote at a Board meeting and sends the owner a written decision within 7 days after the meeting.

7. After you receive approval

- Keep your written approval on file. The Board reports all approvals/disapprovals in writing to the Association and keeps a permanent record (CC&Rs §VI(b)).
- Build only what was approved. Material changes beyond the approved plans need their own approval.
- Maintain the completed improvement. All property and improvements must be kept in a clean, safe, attractive, and slightly-used condition, in good repair (CC&Rs §IV(c)).

8. If you build without approval

Unapproved material changes are handled under the General Covenant Violation Enforcement Policy (Resolution No. 2026-16, Category A). The owner receives written notice and 30 days to restore the property or submit the change for Board approval. A first occurrence receives a written warning with no fine; repeat occurrences are fined \$150 (second) and \$300 plus the cost of any Board-arranged cure (third and later). The CC&Rs (§XI) also allow a lawsuit or injunction by the Association or another lot owner, an award of costs and reasonable attorneys' fees to the prevailing party, and, for a violation the Association abates or cures itself, a lien against the lot for the costs incurred, bearing interest and enforceable by foreclosure.

Note: before any fine, the owner may request to be heard by the Board, and may appeal a Board decision under the Board Decision Appeals Policy and Procedure (Resolution No. 2026-10). Fine amounts are listed in the Fee and Fine Schedule (Resolution No. 2026-18). Fresh Start 2027 (Resolution No. 2026-22): permanent buildings finished by October 24, 2026 need no form; other unapproved changes may be submitted with no penalty through May 31, 2027.

This form summarizes the Sun Ranch CC&Rs for owners' convenience and is not a substitute for reading the full Declaration. Paragraph headings are for convenience only and do not affect how the restrictions are construed (CC&Rs §XIII(b)). If anything here appears to conflict with the recorded CC&Rs, the recorded document controls.

Board decision (Board use only)

SROA

member Lot
name: number: _____

Date Board
complete submission
received: date: _____

Board vote: in favor _____ opposed

☐ Approved ☐ Approved with conditions ☐ Denied

Reason for denial or conditions of approval: _____

Signed for the Board:

President _____ Secretary _____