

## Site Plan Requirement Checklist Gazebo/Pergola/ Greenhouse

NAME \_\_\_\_\_ ADDRESS \_\_\_\_\_

All site plans shall be clearly and accurately drawn to scale on paper no larger than 11x17 and must indicate all of the information listed below. For ease of drawing the site plan, use the graph paper provided with you application packet. For each item, mark either "shown" or "N/A" as appropriate for your project.

This checklist must be completed and included with all site plans. Any site plan without this checklist will be rejected and returned to the applicant for corrections.

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### General Property Information:

**Shown**

- Property lines including dimensions
- North arrow and site plan scale
- Marine waters, lakes, ponds, streams, creeks, wetlands

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### Existing Property Improvements

**Shown**

- Locations and dimensions of all existing structures on the property in relation to property line
- Location of all existing Drainfields and water lines on the site

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### Proposed Property Improvements

**Shown**

- Location and dimensions of all proposed structures with setbacks shown to property lines. Other structures, wetlands, etc.

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### Houses & Accessory Buildings

**Shown**

- Foundations plan, elevation plan
- Materials, engineering
- Drawing or rendering of the house, accessory buildings  
Including sheds
- Signatures on all pages

SURFSIDE HOMEOWNERS ASSOCIATION GAZEBO, PERGOLA & GREENHOUSE

APPROVAL REQUEST APPLICATION

To: Architectural Committee

From:

Owner's Name : \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Street

City

State

Zip

Phone: (\_\_\_\_) \_\_\_\_\_

Site Location: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

Division

Block

Lot(s)

Surfside Address: \_\_\_\_\_

I. I am requesting approval for a Gazebo, Pergola, or Greenhouse:

Gazebo:	Yes _____	Initials _____	Date _____
Pergola:	Yes _____	Initials _____	Date _____
Greenhouse:	Yes _____	Initials _____	Date _____

II. I have completed and attached a plot plan (two Copies), for my property, depicting all locations of improvements and all measurements and lot dimensions, as depicted on the sample plot plan.

Initials \_\_\_\_\_ Date \_\_\_\_\_

III. Materials of the Gazebo, Greenhouse, or Pergola: **Please include a drawing/rendering or product brochure**

COVENANTS GOVERNING Gazebo, Pergola and Greenhouses

3.2f No structure, shall be constructed within twenty-five (25) feet from the edge of the canals, lakes or waterways within Surfside Estates.

**WITH THE SIGNATURES BELOW I CERTIFY ALL ASPECTS OF THE ATTACHED PLANS ARE IN COMPLIANCE WITH ALL PROVISIONS OF THE SURFSIDE HOMEOWNERS ASSOCIATION COVENANTS.**

**IF PLANS ARE SUBMITTED BY OTHER THAN OWNER:**

Name: \_\_\_\_\_  
(Representative /Agent) (Business Name)

Mailing Address: \_\_\_\_\_  
Street

\_\_\_\_\_  
City State Zip

Phone: (\_\_\_\_) \_\_\_\_\_  
Signature of Representative/Agent

**IF PLANS ARE SUBMITTED BY OWNER:**

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

Surfside Homeowners Association

Statement of Intent:

I hereby certify that the \_\_\_\_\_ to be built on the property at Division \_\_\_\_\_  
Block \_\_\_\_\_ Lot(s) \_\_\_\_\_, in Surfside Estates will have a maximum height of \_\_\_\_\_ feet  
above the center of the road level of \_\_\_\_\_ which fronts the property  
according to the Surfside Homeowners covenants.

I also certify that the minimum setbacks from the property lines will be:

Front (street) \_\_\_\_\_ feet                      Sides \_\_\_\_\_

Rear: \_\_\_\_\_ feet

I also certify that the minimum distance between the water line to the house and septic/drain field will be  
\_\_\_\_\_ feet.

I hereby certify that the \_\_\_\_\_ to be built on the above described property will adhere to  
the plans submitted and approved by the Surfside Homeowners Architectural Committee.

Date: \_\_\_\_\_

\_\_\_\_\_  
(Signature of owner)                      Address                      City                      State                      Zip

OR

\_\_\_\_\_  
(Signature of Builder)                      Address                      City                      State                      Zip

**Note to Applicant:**

It is the applicant's responsibility to 1) identify any circumstances or variations (including, but not limited to, type of structure or materials, set-backs, height, minimum square footage, location of utilities, and foundation requirements) which do not comply with the provisions of these covenants; and 2) specifically request approval of such circumstances or variations below; or 3) to certify that there are no such circumstances or variations.

\_\_\_ I certify all aspects of the attached plans are in compliance with all provisions of the Surfside Homeowners Association covenants.

or

\_\_\_ I certify that the following aspects of this application do, or may, not comply with the specific provisions of the Surfside Homeowners Association covenants listed below, and request specific approval by the Architectural Committee of these circumstances or variations:

Covenant Section	Circumstance or Variation	Approval Granted or Condition

Signature of Applicant \_\_\_\_\_ Date: \_\_\_\_\_

ONGOING AUTHORIZATION TO ENTER ON PROPERTY

The undersigned (the "Owner") hereby represents, agrees and authorizes as follows: 1. The Owners owns Division \_\_\_\_\_, Block \_\_\_\_\_, Lot(s) \_\_\_\_\_ of Surfside Estates (the "Property"). 2. The Owner has applied to the Surfside Homeowners Association ("Surfside") for approval for construction or development on the Property (the "Project"). 3. The Owner hereby irrevocably grants consent for Surfside employees, members of the Surfside Architectural Committee and other representatives of Surfside to enter onto the Property, now and in the future, for inspection related to the Project including, without limitation, whether the Project should be approved, whether the Project as constructed, or as being constructed, complies with the approval granted and with the Covenants of Surfside and whether there is any change to the Project in the future. 4. The Owner hereby releases Surfside, the employees of Surfside, the members of the Surfside Architectural Committee and other representatives of Surfside from any and all liability in any way related to and/or arising out of entry onto the Property pursuant to this Ongoing Authorization to Enter on Property.

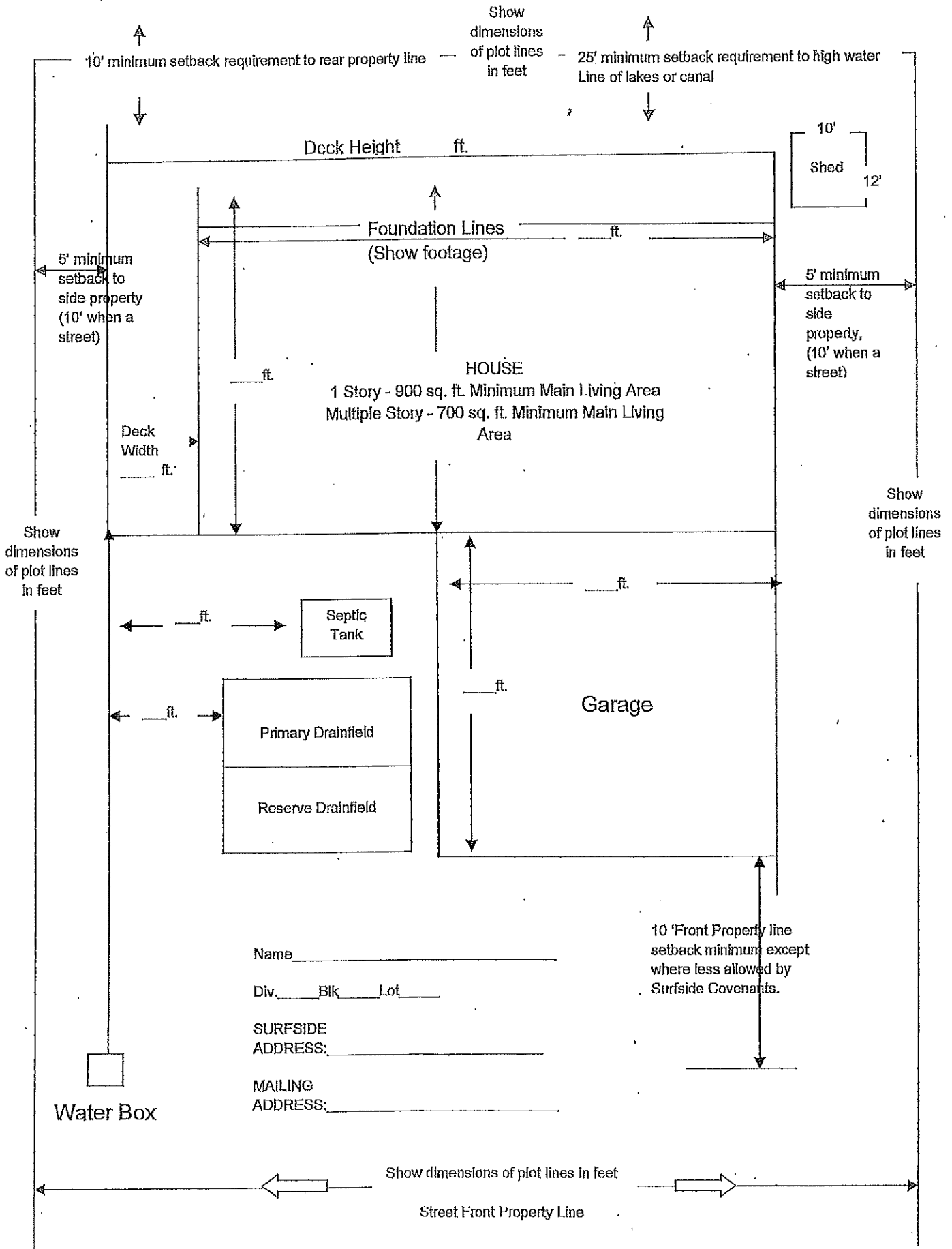
Date: \_\_\_\_\_

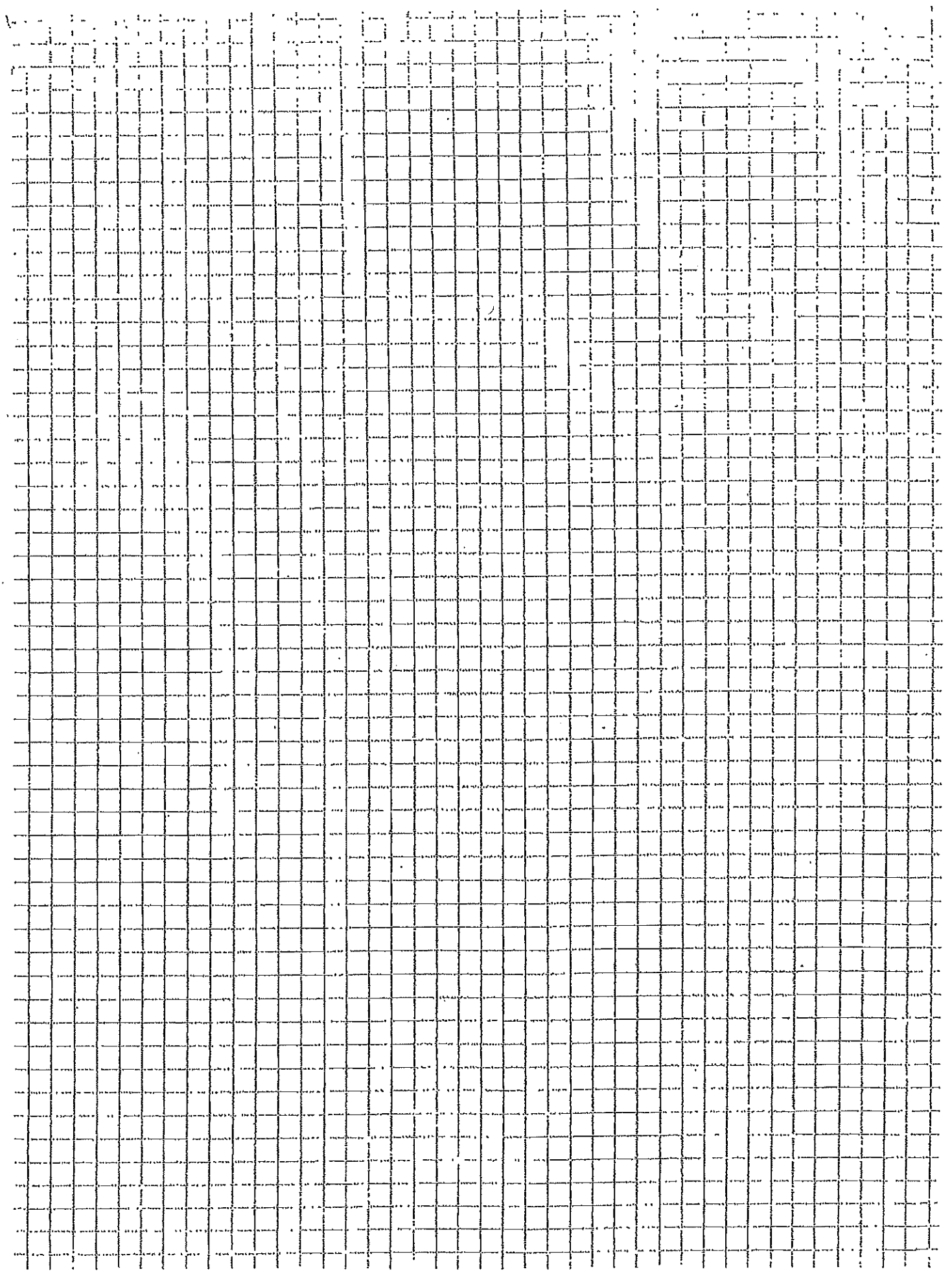
Date: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

# SAMPLE PLOT PLAN









**Pacific County**  
**DEPARTMENT OF COMMUNITY DEVELOPMENT**

BUILDING • ENVIRONMENTAL HEALTH • PLANNING

## **Gazebo/Pergola Policy<sup>1</sup>**

### **Summary Statement**

This policy clarifies the exemption requirements for a Gazebo/Pergola constructed within Pacific County for residential purposes. As the typical "Gazebo/Pergola" cannot be constructed prescriptively in accordance with the International Building Codes, the Department of Community Development will allow construction of a gazebo/pergola under certain size and conditions to be exempt from permitting requirements.

### **Definition**

For the purpose of this policy, the definition of a "gazebo/pergola" is: a detached, single story, "U" type structure open on all sides or screened with lattice, typically for relaxation or entertainment.

### **Authority**

RCW 19.27.060(3) "The governing body of each county or city may limit the application of any portion of the state building code to exclude specified classes or types of buildings or structures according to use other than single-family or multifamily residential building."

### **Permit Exemption Requirements**

One (1) temporary Gazebo/Pergola not exceeding two hundred (200) square feet and/or ten (10) feet in height shall be exempt from County permitting requirements, if the following criteria is met:

- Shall not exceed two hundred (200) square feet<sup>2</sup> and/or ten (10) feet in height
- Must comply with all required setback, including setbacks to property lines, septic systems, wetlands, etc.<sup>3</sup>
- Will only be used for residential purposes
- Shall be open on all sides or screened with lattice
- Shall not contain plumbing
- Construction shall be temporary in nature<sup>4</sup>

### **Permit Requirements**

Gazebos/Pergolas not exceeding two hundred (200) square feet and/or ten (10) feet in height on permanent foundations - do not require building permits, but do require planning permits (CARL, zoning, and any other applicable planning permits) regardless of size.

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<sup>1</sup> This policy shall not be deemed to grant authority for any work to be done in any manner in violation of the provisions of the Building Codes, Ordinances of Pacific County, or the Laws of the State or the Federal Government.

<sup>2</sup> The County understands that this is above the limit referenced in Pacific County Ordinance No. 151; however, an Administrative decision has been made to allow exempt structures to be built larger than 120 square feet that meet the criteria contained within this policy.

<sup>3</sup> If the structure will be located within a critical area, i.e., wetland, shoreline of the state, etc., planning permits will be required and/or the structure to be removed or relocated.

<sup>4</sup> "Temporary in nature" is defined as placed on a temporary type of foundation such as pier blocks or skids, and is readily movable as described in Pacific County Zoning Ord. No. 184.

Gazebos/Pergolas exceeding two hundred (200) square feet and/or over ten (10) feet in height – do require building and planning permits and shall be drawn by a design professional.

Gazebos/Pergolas used for commercial purposes and/or public use, i.e. rv parks, regardless of size – do require building and planning permits and shall be drawn by a design professional.

Approved by:

  
\_\_\_\_\_  
Tim Crose, Director/Building Official

9-23-19  
Date



**Pacific County**  
**DEPARTMENT OF COMMUNITY DEVELOPMENT**

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## Green House Permit Exemption Policy

### Definitions

For the purpose of this policy the definition of a “green house”<sup>1</sup> is: a single story, “U” type, accessory structure with largely transparent walls<sup>2</sup> and roof used solely for the purpose of growing horticultural plants including ornamental plants, flowers, vegetables and fruits, and excluding the growing of marijuana<sup>3</sup>. This structure may not be used for human habitation, or storage of items not directly related to the purpose of the building as stated above.

Also for the purpose of this policy, a “temporary growing structure” is: a green house, as defined above, that has the sides and roof completely covered with polyethylene, polyvinyl, or similar flexible synthetic material.

### Authority

RCW 19.27.060(3) “The governing body of each county or city may limit the application of any portion of the state building code to exclude specified classes or types of buildings or structures according to use other than single-family or multifamily residential buildings.”

Pacific County Ordinance 151.106.2 (13) Work Exempt from Permit – “Buildings as defined in Group U, Division 1, which are intended solely for agricultural uses....”

RCW 51-50-5007 “The provisions of this code do not apply to “temporary growing structures” used solely for the commercial production of horticultural plants including ornamental plants flowers, vegetables, and fruits.

### Permitting Requirements<sup>4</sup>

Temporary growing structures - do not require building permits but do require a planning permit<sup>5</sup> if they exceed 200 sq. ft<sup>6</sup>.

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<sup>1</sup> The Building Code does not define a greenhouse - In keeping with Section 201.4 of the Building Code (terms not defined), the County has defined greenhouse using an “ordinarily accepted meaning such as context implies”, which included the definition out of the Dictionary and encyclopedia definitions, as well as other information obtained in building documents were considered

<sup>2</sup> “transparent” means any glass, fiberglass, plastic, etc. structure

<sup>3</sup> A structure meant for the growing of marijuana is a F1 (Factory) structure, because of the ventilation, lighting, etc that is needed for such a structure. However, during the plan review process, the applicant can show that there is no need for it to be an F1 structure then the County may allow for a U structure, but it is not guaranteed.

<sup>4</sup> All greenhouses other than those listed under this section of “Permitting Requirements” require a building permit.

<sup>5</sup> The County is concerned about the potential for a greenhouse to be placed within a wetland buffer or in a wetland; therefore, a planning permit is required to assure that the setbacks are being met.

<sup>6</sup> The County understands that this is above the limit that has been allowed in the County; however, an Administrative decision was made that greenhouses would be the exception, which is possible through the IBC.

Green houses on permanent foundations- do not require building permits, but do require CARL and a zoning/planning permits.

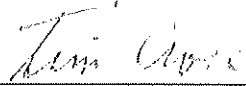
Green houses on temporary foundations (readily movable and 200sq. ft. or less)- do not require building or planning permits.

**Notes:**

Any green house attached to a structure other than a detached "U" structure requires regular building and planning permits.

This green house policy shall not be deemed to grant authorization for any work to be done in any manner in violation of the provisions of the Building Codes or any other ordinances of Pacific County or laws of the State or Federal Government.

All setback requirements, including setbacks to property lines, septic systems, wetlands etc. must be strictly followed.

Approved by:   
Tim Crose, Assistant Director

5/29/11  
Date