

**CARLIN BAY PROPERTY OWNER'S ASSOCIATION**  
**LAND USE PLAN**  
**A Guide for Building a New Home, Garage, Shop or Outbuilding**

The purpose of the Land Use Plan is primarily to aid the property owner when building a new home, garage, shop or outbuilding. It is the intent of the Land Use Plan to provide guidelines to assist an Association property owner in planning on how to undertake such a project so that it will conform to Kootenai County Building Codes as well as the CC & R's of the Carlin Bay Property Owner's Association and supplemental CC & R's for Parkwood Acres (Ridge View Loop).

We live in a unique setting and want new construction to blend in with the natural surroundings. We have a lake and forests with wildlife roaming among our properties. It is all in our best interests, for our property values and the joy that comes from living in such a place, to preserve and maintain this valuable environment.

The Architectural-Landscaping Committee has arranged general guidelines for designing and building structures into a logical sequence that should be followed from the planning stage through the actual completion of the structure. Some pertinent information that is included in the CC & R's is also included in these guidelines, as we believe that they are important enough to be expanded upon and explained more thoroughly.

#### GENERAL CONSIDERATIONS

It is permissible to clear trees from only the general area that would comprise the footprint of the structure. Trees that are in the way of building sites, driveways or utility easements can be removed. Other trees that can be removed are those that are dead or dying which constitute a hazard to persons or structures. Trees that unduly obstruct the homeowner's view can be removed only to a very limited extent. Burning of construction refuse is allowed during the open burning season, and no open burning is permitted during the closed burning season. Recreational vehicles such as travel trailers, 5<sup>th</sup> wheel trailers, motor homes, tent trailers and other camping devices may not be occupied or used as holiday or seasonal residences by property owners. They may be used only as temporary housing while a home is in the construction stage (18 months maximum). Guests visiting residents may use the guest's recreational vehicle for a period not to exceed 14 days. Board approval is required to extend this time period. Boats, trailers and recreational vehicles, stored on property owner's lots, should be located so as to be less visible to their neighbors.

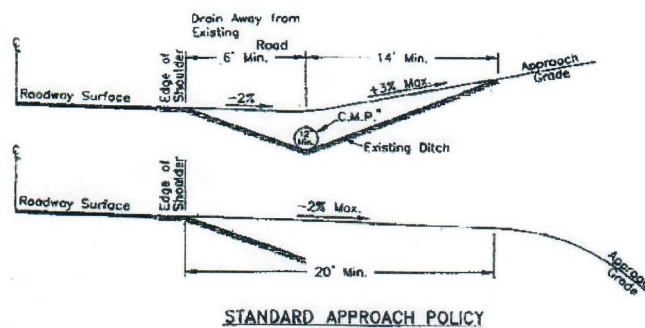
No more than one single-family residence, one detached garage building and one other approved building may be constructed on any lot or parcel 5 acres and smaller in size. On lots exceeding 5 acres in size, the construction of additional buildings depends upon their location on the parcel and must be approved by the Board of Directors. No "pre-constructed", "panelized", "factory-built", "modular building" type of construction or "trailers" are permitted. Off-site construction of studded wall panels is permitted.

No home or other structure may be constructed within Carlin Bay Property Owner's Association lands unless such construction complies with all Kootenai County Building Codes and regulations and the community standards contained in the CBPOA CC&R's, supplemental CC&R's for Parkwood Meadows (Ridge View Loop) and this Land Use Plan.

#### PLANNING STAGE (Before Architectural Drawings Are Made)

The following are topics that should be addressed before the landowner goes to the expense of having architectural drawings made. This is to ensure that the proposed construction generally complies with the established community standards and that the structure is consistent with our residential community.

- **Introduction to the Architectural-Landscaping Committee** We urge all property owners to contact the committee as soon as decide to build. We would like to have their name, address, telephone number and email address as well as the identification of the lot and a picture, sketch, drawing or artist's rendition of the proposed structure to see how it will blend in.
- **Land Survey** We encourage all property owners to have their lot surveyed if they can not locate the pins. This is to prevent any embarrassing and costly problem of building too close to a property line.
- **Minimum Square Foot Requirements** Homes built on parcels less than five acres in size must have a minimum of 900 sq. feet of habitable living space on the 1<sup>st</sup> floor. Homes on parcels in excess of 5 acres must have at least 1,200 sq. feet of habitable living space on the 1<sup>st</sup> floor. Homes in Parkwood Acres (Ridge View Loop) must contain either 1,700 sq. feet of habitable living space if the residence is single story or 1,400 sq. feet of habitable space on the main floor of a multi-level structure.
- **Set-back Requirements** Parcels less than 4 acres in size shall have a minimum 15 foot side line set-back and a 25 foot rear line set-back. Parcels exceeding 4 acres shall have a minimum 30 foot set-back for both side and rear lines. All Kootenai County set-back requirements must also be observed.
- **Driveway Approach Requirements** The following criteria should be followed when constructing a driveway approach off an association road.
  - ✓ A minus 2% driveway slope from the edge of the pavement to the center of the ditch line. This allows surface water from the driveway to drain off into the ditch and not sheet drain on to the roadway.
  - ✓ A positive 3% maximum driveway slope that extends approximately 14 feet from the center of the ditch line to where the driveway goes uphill from the roadway.  
A minus 2% driveway slope from the edge of the pavement for a distance of at least 20 feet where the driveway goes downhill from the roadway to provide better traction going from the driveway to the road.



- ✓ CBPOA suggests the driveway slope from the Association road to the garage or parking pad is no more than a 12% grade. Grades of 10% or greater shall not exceed 100 feet in length. Slope on the sides of the driveway should not exceed 1/1 and should be planted to reduce erosion.
- **View Preservation Area** On lots 4, 5 and 6 in Parkwood Acres (Ridge View Loop), no structures may be constructed in the view preservation area and vegetation is limited to a maximum height of 4 feet at maturity.
- CBPOA connection fees for both water and sewer must be paid before the Association will provide a “will serve” letter to Panhandle Health District. The Association will sign off on a building permit for new construction only after these requirements are satisfied. (The principle is that the property owner and the Association make mutual commitments to each other at the beginning of the construction)

process.)

- Monthly fees for water and/or sewer will levied beginning with the month after Kootenai County issues a “Certificate of Occupancy” or the month the property owner first accesses the service(s) on a regular basis, whichever date is earlier. The occasional use of services by construction staff does not constitute access by the property owner. (The principle is that the property owner pays for the service(s) they use and/or have available to them.)
- There will be NO use of Association water resources drawn from any fire hydrant without the written permission of the Board of Directors.
- **Septic System** All homes are required to connect to the CBPOA wastewater system. No future free-standing septic systems will be permitted. All homes must have a double compartment concrete or plastic septic tank approved by Panhandle Health with a solids capacity of at least 1,000 gallons and a secondary pump chamber of 500 gallons or more that assures no solids enter the community collection system. It must be equipped with a pump that is of adequate size to move the liquid waste into the CBPOA system.

Waste water connections must be inspected and documented by the Waste Water Committee prior to back filling.

- **Water System** All homes are required to connect to the CBPOA water system (properties on Parker Avenue are excluded) and must have a water meter installed by the property owner at the location where the connection to the CBPOA water line is made. The following specifications are to be adhered to:
  - ✓ Service line to houses shall be a minimum 1 inch black poly pipe rated at 250 psi.
  - ✓ 1 inch curb stop with curb stop box either fiberglass or concrete.
  - ✓ 1 inch brass water meter with remote read.
  - ✓ Meter face shall be no more than 12 to 18 inches below ground level.
  - ✓ Before backfilling, CBPOA shall be notified so that the water connection can be inspected.

In the event that there is a failure of a water meter, the property owner is responsible for purchasing a replacement water meter, removing the defective meter and installing its replacement. A **check valve** is required for all lines that might be used for outside irrigation and these check valves must be inspected annually.

- **Hydrant Location** Residents that have a hydrant within 600 yards of their driveway, they may receive a reduction in their fire insurance costs.
- **Roofing** Roof materials must be fire resistant and be of natural earth tone colors. Due to the danger of wild land fires, no wood shingle roofing will be permitted. Metal roofing systems may be used.
- **Siding Material** Siding materials must be of earth tone shades. Blue, yellow, white and pink do not blend with the natural environment. No vinyl, aluminum or T-111 siding is to be used on homes built in Parkwood Meadows (Ridge View Loop).
- **Trim Color** Shall also be of earth tone shades or white.

#### AFTER YOU RECEIVE YOUR APPROVED PLANS FROM KOOTENAI BUILDING DEPARTMENT

- The documents you will want to review are the CC&R’s and Land Use Plan to insure that what you intend is permissible. Please submit your plans in writing to the Board of Directors. Below are

guidelines to help ensure you include some of the common aspects considered in building, this list is not all inclusive.

- Property owner's name, contact information
- Legal county parcel description and number
- Builder's information (name, phone number) if builder has been selected
- Beginning Date of Construction
- Completion Date
- A scaled Land Use plot plan that shows building site access, fencing and gates. The positions of the primary dwelling and all appurtenant structures with all the setback distances clearly marked
- A "Plot Plan". This shows the footprint of all buildings on your property and setbacks
- Kootenai County stamped plans, showing all elevations of any building to be constructed. (These will be returned to you)
- Scaled floor plans of each building shown on plot plan showing elevations
- Color samples for main exterior and trim, roofing material type and color. (We cannot accept colors from the internet. They do not reproduce accurately. Color samples will be retained.) Colors must be earth tones, to blend with our environment. No bright colors, blues, yellow or pure whites
- Please copy and reduce your elevation plans to 11" x 17". These will be retained for the Architectural-Landscaping Committee records. The committee does not need electrical, heating or plumbing plans.
- The Committee will review your plans and the samples that you have submitted and make a recommendation to the CBPOA Board of Directors. Upon the Board's approval, a letter authorizing the start of construction will be sent to you. There can be no construction started until this letter has been received.
- **Failure to submit any of these plans and samples will hold up Board approval and your building process.**
- There may be some uncertainty as to **where you should connect to CBPOA water and septic lines.** Contact the Architectural Review Committee and they will arrange a meeting between your contractor or you and a member of the Water and Wastewater Committees to help locate these lines. If the Board of Directors deems it necessary to use a "utility locate service" to find utility lines before making utility connections, the Association will bear the cost.
- **The septic line on the east side of Carlin Bay Road going south from the Ridgeview Drive intersection** is a sleeved line that is buried in the same trench as the water line and should be treated accordingly.
- A 2" septic line has been put under Ridgeview Drive to service **homes to be constructed along the east side of the road from Edgewater Drive towards the most northerly located lot on that road.** Connections to this line for these homes will be located on both sides of the driveway located at 13584 S. Ridgeview Drive. Lines running parallel to the road to the individual lots will be 2" in diameter when installed.
- Any **damage to existing water or septic lines** due to construction is the responsibility of the property owner who initiated the action and must be reported to the Board of Directors and repaired immediately.
- Any **damage to roadways** due to construction is the ultimate responsibility of the property owner who initiated the action and must be reported to the Board of Directors and repaired in a timely manner. The road must be returned to the state it was in (or better) prior to the beginning of the build. No heavy equipment (GVW 24,000 lbs) may be moved on Association roads between February 1 through April 30. Property owners shall obtain a bond from their contractors prior to the start of construction and heavy

equipment operators in the amount of \$20,000 to cover any potential damage to CBPOA property, including roads.

- **Private fencing** is generally prohibited. Limited animal fencing such as small dog runs will be approved, but only if such fencing is consistent with lot size and does not detract from the natural landscapes. Fencing cannot be used to delineate property lines.
- The construction of a house must be completed within 18 months from the start of the project. This time frame provides two fair weather seasons to complete the process. Construction materials require storage areas and consideration must be given to site appearance and community standards. Collection and removal of construction debris must be done in a timely manner.