

# PMCPOA BUILDING PACKET

**To:** All Property Owners, Contractors, and Builders  
**From:** Pine Mountain Club Property Owner's Association (PMCPOA)  
Environmental Control Committee (ECC)  
**Subject:** REQUIREMENTS FOR OBTAINING ECC APPROVALS & PERMITS FOR  
BUILDING AND LOT IMPROVEMENTS

The applicant for the Permit and Approval must be the legal owner of the property. PMCPOA does not accept building permit applications signed by anyone other than the legal owner. The legal property owner or their authorized agent must pay fees / deposits.

Any owner wishing to build across a property line or so close to the property line that it encroaches on the setback, and the adjacent property is owned by the same person, corporation or entity as the building site property, the form "**Covenant and Agreement for Payment of Assessments**" must be executed and recorded with Kern County, before any plan approval can be obtained from the EC Committee and the Board of Directors.

All plans submitted for consideration must include the following items and must conform to the Covenants, Conditions & Restrictions (CC&Rs) and Environmental Control (EC) Code of the PMCPOA. It is your obligation to read and conform to the CC&Rs and EC Code.

Two sets of plans (Preferred Size 11"x17") must be submitted to the EC Office at least seven (7) working days prior to the ECC meeting, on the first Friday of each month, completed, signed and dated where indicated, and all fees and deposits paid. A copy of the Mil Potrero Mutual Water Co. (MPMWC) application for water service must be included with the plans. The accuracy of the data provided on all forms is the sole responsibility of the property owner(s).

For each new construction project there will be a minimum of three (3) inspections conducted by the Environmental Control Officer (ECO):

1. A preliminary inspection before ECC plan recommendation.
2. Inspection of the foundation footings before pouring occurs. The owner is responsible for notifying the ECO at least 24 hours prior to the pouring of the foundation.
3. Final inspection including site cleanup

If any violations are reported during construction, additional inspections may be required.

No grading shall commence, nor shall any trees, shrubs or other live vegetation be removed from said property, except under mandate from the Kern County Fire Department, until such time as the plans submitted have been recommended for approval by the ECC, approved by the Board of Directors and a building permit has been obtained from Kern County.

The member must notify the ECO to request a final inspection at the completion of the project in order to receive a refund of the performance fee, if applicable.

*EC Fees are non-refundable.*

a. New construction - SFR	EC Fee	\$ 200.00
b. New construction performance deposit		\$1000.00
c. Retaining walls and decks	EC Fee	\$150.00
d. Retaining walls and decks performance deposit		\$150.00
e. Garages or room additions	EC Fee	\$150.00
f. Garages or room additions performance deposit		\$350.00
g. Carports	EC Fee	\$150.00
h. Carports performance deposit		\$200.00
i. Solar Panels	EC Fee	\$150.00
j. Solar Panels performance deposit		\$150.00
k. Minor Projects (Sheds, awnings, gazebos, fences, or other projects that do not require a Kern County building permit)	EC Fee	\$ 25.00
l. Other performance deposit		\$ 75.00

*Refunds of the Performance Deposit will be as specified on the EC Schedule of Fees, Performance Deposits and Refunds (chart below)*

**EC Schedule of Fees Performance Deposits and Refunds**

Type of Construction	Performance Deposit	Non-Refundable EC Fee	Permit Check Total	Time to Comp	Refund Amount	Time to Comp	Refund Amount	Time to Comp	Refund Amount	Time Limit Exceeded - No Refund Given. #	New Fees Apply if No Extension of Time Granted
SFR	\$1,000.00	\$200.00	\$1,200.00	24 mos	\$1,000.00	30 mos	\$850.00	36 mos	\$500.00	36+ mos	\$0.00
Room Addn	\$350.00	\$150.00	\$500.00	24 mos	\$350.00	30 mos	\$262.50	36 mos	\$175.00	36+ mos	\$0.00
Garage	\$350.00	\$150.00	\$500.00	24 mos	\$350.00	30 mos	\$262.50	36 mos	\$175.00	36+ mos	\$0.00
Carport	\$200.00	\$150.00	\$350.00	6 mos	\$200.00	9 mos	\$150.00	12 mos	\$100.00	12+ mos	\$0.00
R-wall	\$150.00	\$150.00	\$300.00	6 mos	\$150.00	9mos	\$112.50	12 mos	\$75.00	12+ mos	\$0.00
Deck	\$150.00	\$150.00	\$300.00	6 mos	\$150.00	9 mos	\$112.50	12 mos	\$75.00	12+ mos	\$0.00
Solar	\$150.00	\$150.00	\$300.00	6 mos	\$150.00	9 mos	\$112.50	12 mos	\$75.00	12+ mos	\$0.00
Minor Misc	\$75.00	\$25.00	\$100.00	2 mos	\$75.00	3 mos	\$50.00	4 mos	\$25.00	4+ mos	\$0.00
Time clock begins with initial ECO inspection of projects that require footings.											
For SFR, Room Additions and Garage Projects - If construction exceeds 24 months, a one-time "Good Cause" extension of time may be granted by the ECO and EC Committee on a case-by-case basis. If extension time limit is not met, the project will be stopped and new permit must be obtained and new project fees paid.											

For SFR's, Garages and Room Additions, if there is not a foundation pour within 24 months of being approved by the Board of Directors, a refund for the applicable performance fee only will be refunded. If the member decides at a later date to continue the project, they would have to re-apply for a new permit application and pay the current required fees. For Retaining Walls, Decks and Solar projects, if no activity has begun within six (6) months, the same stipulations apply.

## THIS PROJECT IS LOCATED WITHIN A FIRE HAZARD SEVERITY ZONE

Roof Covering	<ol style="list-style-type: none"> <li>1. <b>Very High Hazard Area - Class A</b></li> <li>2. If the roof covering has a profile that creates a space between the roof covering and decking, the space shall be fire-stopped or have one layer of 72-pound mineral-surfaced non-perforated cap sheet installed over the combustible decking.</li> </ol>
Valley Flashing	When installed, valley flashing shall be 26-gauge galvanized sheet metal installed over a minimum 36-inch-wide underlayment of one layer of 72-pound mineral-surfaced non-perforated cap sheet
Vents (attics and foundation)	<ol style="list-style-type: none"> <li>1. Not permitted on the underside of eaves, soffits, cornices, or overhanging areas unless special vents are approved by the building official.</li> <li>2. Protected with metal wire screens with 1/16" minimum and 1/8" maximum openings.</li> <li>3. Underfloor vents shall be as close to the ground as possible</li> </ol>
Spark arresters on chimneys	Wire mesh (12 gauge minimum) with ½" maximum openings
Underfloor areas and decks/appendages (Heavy timber columns and beams do not require protection)	<ol style="list-style-type: none"> <li>1. Enclosed to the ground with approved exterior finish, or</li> <li>2. The exposed underfloor shall consist of noncombustible material, or ignition-resistant material, or</li> <li>3. One layer of 5/8" type X gypsum sheathing behind an exterior covering on the underside of the floor, or</li> <li>4. Conform to SFM Standard 12-7A-3</li> </ol>
Open roof eaves (Gable end overhangs are exempt)	<ol style="list-style-type: none"> <li>1. Exposed roof deck shall be noncombustible material, or ignition-resistant material, or</li> <li>2. One layer of 5/8" type X gypsum sheathing behind an exterior covering on the underside exterior of the roof deck.</li> <li>3. Exposed rafter tails and blocking shall be minimum 2-inch nominal.</li> </ol>
Enclosed roof eaves, and soffits (Gable end overhangs are exempt) Exterior porch ceilings	<ol style="list-style-type: none"> <li>1. Enclosed with noncombustible material, or ignition-resistant material, or</li> <li>2. One layer of 5/8" type X gypsum sheathing behind an exterior covering on the underside of the rafter tails or porch ceiling, or</li> <li>3. Conform to SFM Standard 12-7A-3.</li> </ol>
Exterior Walls	<ol style="list-style-type: none"> <li>1. Noncombustible material, or ignition resistant material, or heavy timber construction, or</li> <li>2. Log wall construction (6-inch minimum thickness), or</li> <li>3. "APA 303" 19/32" plywood siding with shiplap edges (T1-11), or</li> <li>4. 1x6 nominal Redwood or Western Red Cedar (shiplap, tongue, and groove, or rabbeted joint) installed over 7/16" wood structural panels, or</li> <li>5. Conform to SFM Standard 12-7A-1, or</li> <li>6. Any material installed over one layer of 5/8" Type X gypsum sheathing.</li> </ol>
Surface material for decks, balconies, porches, and stairs	<ol style="list-style-type: none"> <li>1. Heavy timber construction (3-inch nominal lumber), or</li> <li>2. Noncombustible material, or</li> <li>3. Exterior fire-retardant treated wood, or</li> <li>4. Solid 2-inch nominal Redwood or Western Red Cedar, or</li> <li>5. Conform to SFM Standard 12-7A-4A</li> </ol>
Exterior windows and glazed openings in exterior doors and garage doors	<ol style="list-style-type: none"> <li>1. multi-pane glazing with at least one pane of tempered glass, or</li> <li>2. Glass block units, or</li> <li>3. Have a fire rating of at least 20 minutes, or</li> <li>4. Conform to SFM Standard 12-7A-2</li> </ol>
Exterior Doors and Garage Doors	<ol style="list-style-type: none"> <li>1. Stiles and rails not less than 1 3/8" thick and raised panels not less than 1 ¼" thick except the exterior perimeter may taper to a tongue not less than 3/8" thick, or</li> <li>2. Noncombustible or ignition-resistant material, or</li> <li>3. Have a fire-resistance rating of at least 20 minutes, or</li> <li>4. Conform to SFM Standard 12-7A-1</li> </ol>
Gutters and Downspouts	Shall be provided with a means to prevent the accumulation of leaves and debris.
Detached Accessory Structures	Structures located within 50 feet of an applicable building must comply with the requirements listed herein.
Access (driveway to structure)	<ol style="list-style-type: none"> <li>1. Minimum of 12 feet wide with minimum 15 feet of vertical clearance, and</li> <li>2. Maximum slope of 15%, and</li> <li>3. Provide an approved turnaround when a dead-end driveway exceeds 150 feet</li> </ol>
Address	Address numbers shall be posted and visible from the street prior to and post construction.

This list is a summary of the key requirements. Refer to the CBC or CRC for additional information. **Do Not** deviate from these requirements without prior approval from the KC Building Inspection Division and/or the KC Fire Dept.

H:\BID\CODES\2010 Adoption\Forms\MULTI Fire Hazard 2-14-11.docx

# PLOT PLAN REQUIREMENTS (Preferred Size 11" x 17")

## PMCPOA ENVIRONMENTAL CONTROL

### 1. Plot Plan - Accurate dimensions to scale showing:

- a. Existing contours at ten (10') foot intervals showing elevations marked in feet.
- b. Setbacks to property lines, including decks and stairways.
  - **R-1 lots: Front:** Twenty-five (25') feet minimum; **Rear:** Twenty (20') feet minimum; **Side:** Ten (10') feet minimum.
  - **R-3 lots: Front:** Fifteen (15') feet minimum; **Rear:** Fifteen (15') feet minimum; **Side:** Ten (10') feet minimum.
  - Architectural projections such as building roof overhangs, non-habitable architectural projections such as chimneys, bay windows and cantilevered balconies may project into required front, side, and rear setbacks a maximum of 2'6" (30"). No supporting structure of the above shall violate the required yard setback requirements.
- c. All existing and proposed structures, including all exterior light fixtures.
- d. Location of all trees plotted to scale indicating the trunk diameter at four (4) feet of height, total height and canopy spread. Trees to be removed shall be indicated with an "X."
- e. Driveway location with a minimum of three hundred twenty (320) sq. ft. of vehicle parking. (Not including any garage sq. footage)
- f. Septic tank and required leach field locations (including future expansion) - five (5') foot minimum clearance from structures and property lines.
- g. Propane tank location - ten (10') foot minimum clearance from any structures and property lines. Show location of service from tank to house.
- h. All proposed fences, grading, retaining walls, etc.
- i. All proposed utility overhead and underground lines, including power pole, water meter and water service lines, electrical, telephone and cable TV.

### ➤ Construction Information Also to be shown on Plot Plan

- a. Location of chemical toilet and temporary power pole.
- b. Area designated for equipment, vehicle, and material storage. Access route to and from property.
- c. Trash receptacle and scrap building materials location. All trash and scrap building materials must be hauled by the owner/contractor to the Kern County Landfill, not to the PMC Transfer Site.

### 2. Plans of all structures depicting floor plan.

- a. Accurate floor plans of all levels with dimensions, exterior elevations of four (4) sides with sufficient detail to indicate all materials and existing and final grades, building sections and salient exterior details, including all exterior light fixtures.
- b. Total square foot calculations of living space measured to interior walls. (480 square feet minimum).
- c. Color scheme - base, trim, windows, door, and roof color (samples may be required).



**3. Inventory of all trees must contain (Sample Follows):**

- a. Common name
- b. Diameter at four (4) feet of height (DBH)
- c. Total height of tree
- d. Width of canopy
- e. Number of existing trees and number of trees to be removed

**SAMPLE - TREE INVENTORY**

**Date:** January 17, 2018  
**Name:** Mr. John Doe  
**Address:** XXXX Freeman Drive  
**Topography:** Level to sloping residential lot.  
**Tree Count:** Twelve (12) Trees  
**Disposition:** Three (3) trees to be removed.

<u>Number</u>	<u>Common Name</u>	<u>DBH</u>	<u>H</u>	<u>x</u>	<u>W</u>
#1	Jeffrey Pine	12"	55'		22'
#2	Jeffrey Pine	10"	45'		18'
#3	Jeffrey Pine	11"	49'		18'
#4	Jeffrey Pine	14"	45'		19'
#5	Jeffrey Pine	12"	48'		19'
#6	Jeffrey Pine	10"	45'		18'
#7	White Fir	6"	15'		9'
#8	Jeffrey Pine	16"	52'		23'
#9	Jeffrey Pine	19"	65'		25'
#10	Canyon Oak	17"	35'		35'
#11	Canyon Oak	12"	25'		20'
#12	Jeffrey Pine	10"	45'		18'

**Removal:**

Trees numbered 1, 7, and 9 will be removed to facilitate the building of the house and driveway. Tree #9 has been attacked by the Pine Bark Beetle and is in a severe state of decline. Therefore, a permit has been granted to remove this Jeffrey pine by the ECO.

**4. Staking and stringing of all structures (exterior dimensions) and property lines.** If all developer's stakes cannot be located, the owner shall cause, at the owner's sole expense, a survey to be performed, by a licensed surveyor, to determine the property boundaries. The ECC recommends a new survey be performed in all cases.

- a. Rules Pertaining to Initial Site Visit by ECC - ECC recommends the following be done no more than 3 days before scheduled ECC visit.
  - At the building site, a stake must be placed at each corner of lot, at least 3 foot high with string running to each stake.
  - At the building site, a stake must be placed at each corner of the proposed house location, at least 1 foot high with string running to each stake (showing outline of house, including decks).

5. Prior to the inspection by the ECC, the lot must be cleared of dead trees and dead brush. All brush and limb pruning are to be removed from the lot within 15 days of trimming. Note that no fill, grading or other dirt work is permitted before ECC inspection and requires a permit from the ECO.
6. **You are required to provide:**
  - a. Approved chemical toilet on new construction site.
  - b. Temporary pole for electrical power (unless special circumstances have been approved by the ECC).
  - c. Receptacle for trash generated by workers. The area must be kept neat and clean. All trash and scrap building materials must be hauled to the Kern County landfill, not the PMC Transfer Site.
  - d. Water must be available for use on the lot prior to construction. A water meter and hose bib must be installed before construction begins.
7. ECC approval of a building permit is for the term of the valid Kern County building permit.
8. Each owner or his representative applying for ECC approval should appear at the next regularly scheduled ECC meeting (1<sup>st</sup> Friday of each month) for plan review and approval.
9. Property owners are responsible for contractors' actions and any violations of the PMCPOA CC&Rs and EC Code. Violations can lead to monetary fines and further disregard can lead to legal action.
10. All materials must be stored on the construction site.
11. No type of construction work is to take place from 7:00 pm to 7:00 am weekdays and 7:00 pm to 8:00 am weekends.
12. No alteration of natural water course or drainage area is allowed without a signed plan from a registered civil engineer.
14. Performance deposit(s) will not be returned until all ECC requirements/stipulations are met, propane tanks are screened, all debris is removed from the construction site, and required replacement trees, if any, are planted. Any questions are to be directed to the ECO.
15. **NO CONSTRUCTION MAY BE DONE PRIOR TO THE BOARD OF DIRECTORS' APPROVAL.** Clearing a lot does not include removal of live trees and shrubs. Your attention is directed to the sample plot plan included with this packet.
16. Signs on construction site: During the time of construction of any improvement, job identification signs are permitted.

These signs shall:

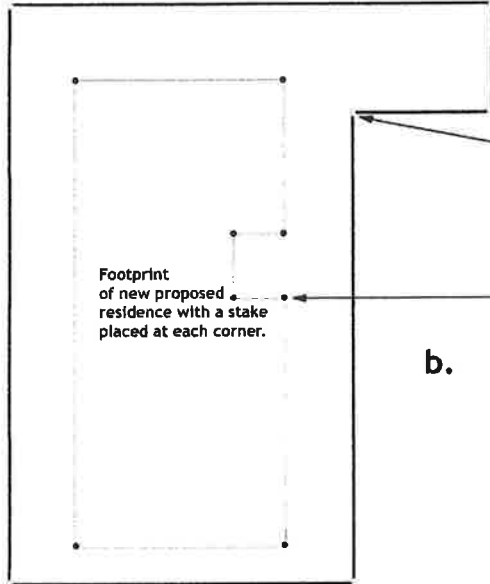
- a) Have a maximum face area of six (6) square feet and
- b) Be of the type usually employed by contractors and subcontractors.

A maximum of three (3) signs may be posted on any one lot. No signs may be erected until both the Board of Directors' approval and the Kern County building permit are obtained. The ending date for construction is the date of the PMC final inspection. All construction signs must be removed at that time.

# SAMPLE - STAKING & STRINGING PROPERTY

The ECO is required to inspect the lot before approval of plans can be given to build. It is the property owner's responsibility to know the exact location of his property lines so that the structure can be placed within the setback requirements. UNLESS THE PROPERTY OWNER STAKES OUT THE LOT AND HOUSE IN THE FOLLOWING MANNER, THE ECO IS UNABLE TO APPROVE THE PLANS.

Property lines clearly marked with a stake at each corner of the lot.

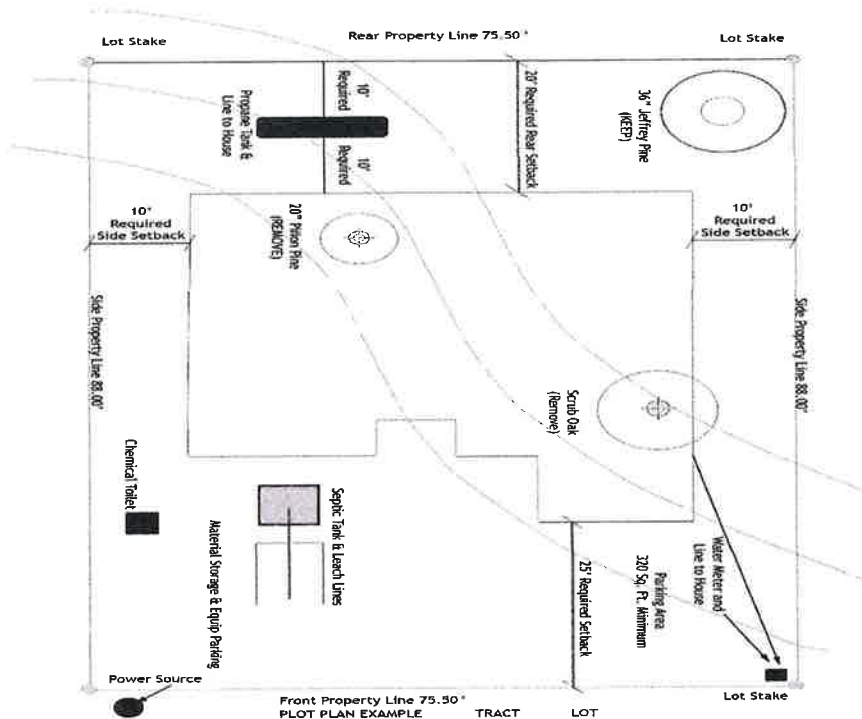


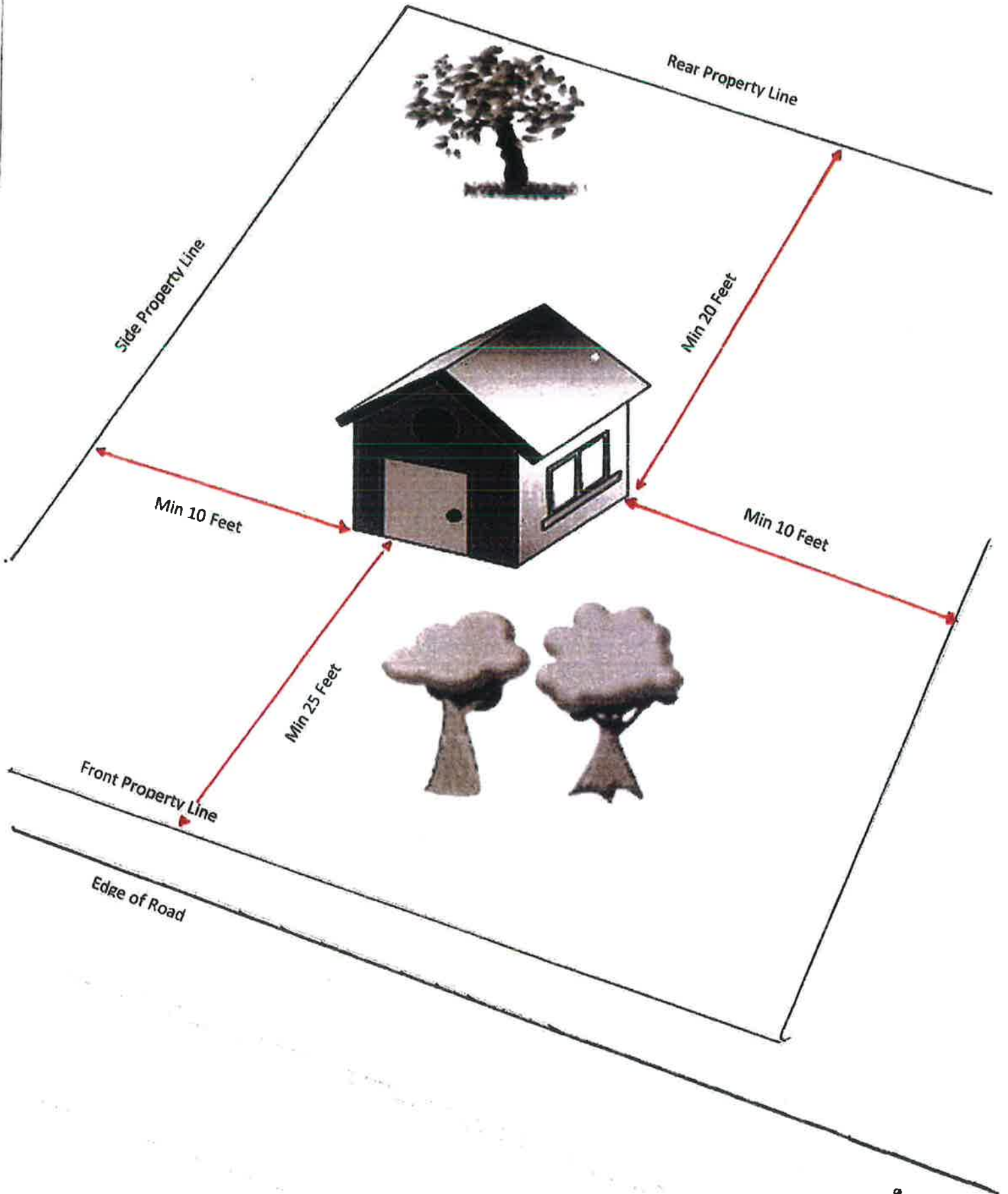
a. The owner must place a stake at each corner of the lot. The stake shall be at least 3' high, with a strip of white material attached to the stake. Run a string to each stake, showing the outline of the property.

b. Place a stake at each corner of the house including decks. The stake will be at least 1' high. Run a string to each stake, showing the outline of the house.

## SAMPLE - PLOT PLAN

(Showing contour lines w/ elevation in feet at 10 foot intervals are not drawn to scale)







# SCREEN YOUR PROPANE TANK !!

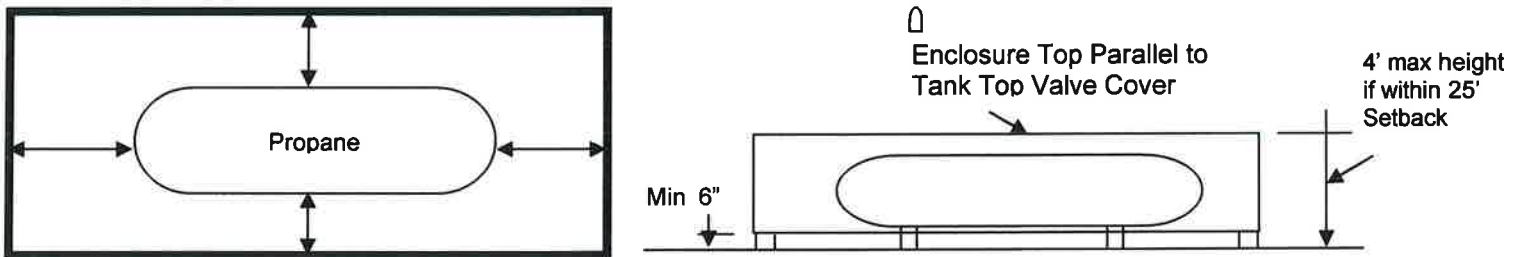
Paragraph 5.10 of our CC&Rs states:

".... and tanks for propane storage shall be screened in accordance with the EC Code."

The EC Requirements for Screening Are:

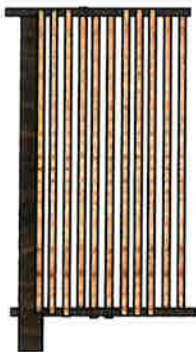
1. The screening material shall be six (6") inches higher than the tank, filler valves, or pipes, whichever is greater in height, and no higher if it will unreasonably obstruct the view from other lots.
2. If the material to screen the tank is to be non-combustible material, the owner must submit the type of material to the ECC for approval.
3. If wood screening is of solid construction, with no space between the planks, a six (6) inch clearance from the ground is required for ventilation.
4. A means of access for filling the tank shall be part of the structure.

## SEE CURRENT KERN COUNTY REQUIREMENTS FOR PROPANE TANK ENCLOSURES



## SUGGESTED ENCLOSURE TYPES

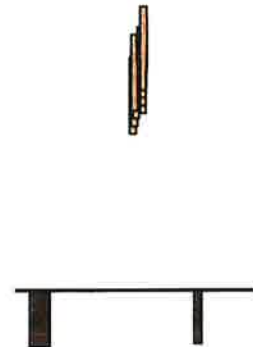
**GRAPE STAKE**



**LOUVRE**



**BASKET WEAVE**



## MIL POTRERO MUTUAL WATER COMPANY

16275 Askin Drive  
Post Office Box "W"  
Pine Mountain Club, California 93222-0023  
(661) 242-3230

Dear Shareholder,

Welcome to Mil Potrero Mutual Water Company!

As a shareholder, you are a member of a corporation which exists to mutually benefit all persons owning property in the community of Pine Mountain Club. As with any utility, your Water Company has policies, procedures and requirements intended to maximize the return of our investments. We will attempt to share highlights of these practices with you here.

At present, assessments are levied on shares to provide for the Company's operation annually. These assessments (for the year beginning July 1<sup>st</sup> and ending June 30<sup>th</sup>) are invoiced quarterly (as closely as possible to the first day of July, October, January, and April) and are considered delinquent if not received within 30 days from the billing date.

The annual assessment allots 1,000 cubic feet (7,480 gallons) of water to your meter monthly. Meters are read on a quarterly basis. If you use beyond 3,000 cubic feet of water in the three-month period, your quarterly bill will increase. We do not send bills of less than three dollars (\$3.00) until the end of the fiscal year for cost control purposes.

Service connection fees are payable prior to meter installation. Connections are normally provided within ten working days. Inclement weather and workload may lengthen the time necessary for connections.

Meters are usually set three feet below grade, with the meter boxes set to existing grade, if possible. It is in your best interest to verify the service location with the office prior to beginning the earthwork. Meters and boxes are set within either the Right of Way fronting your property or the utility easement. If you decide to pave around the meter boxes you will be doing so at your own risk to maintain and repair. An alteration of grade after meters are set may require modifications by the water company at the property owner's cost.

You are required to install and maintain a pressure reducing device and service shutoff valve prior to the supply line entering your house. Use of the Water Company's valve at the meter by anyone other than company employees is not permitted (and is illegal). The Company assumes no liability for damage done by or resulting from any defect in piping, fixtures, or appliances on your property. As our winters can be severe it is best to provide insulation, heat tape or sufficient ground cover to prevent frozen pipes and fixtures. Our office can provide suggestions on "winterizing" your PMC home.

Conservation and prevention of water waste is of great concern to our community. Please exercise restraint in your use of water. A list of plants that are both drought tolerant and suitable for growth in the area may be obtained at our office. Since our community is in a semi-arid area with rainfall and snowpack varying from year to year, and wells are our only source of supply, care for our environment is of utmost importance.

Our office is open Monday through Friday from 8:00 a.m. to 4:30 p.m., during which time we will do our best to answer any further questions you may have.

If you have an emergency and need to contact a service person after hours or on weekends, call our paging service at (661)307-1031.

***"Our mission is to deliver a dependable supply of quality water to our shareholders in an efficient, environmentally, and economically responsible manner."***