



## Pine Mountain Club

Property Owners Association, Inc.  
Environmental Office

### IMPORTANT INFORMATION

This page is a synopsis of the requirements needed prior to submitting a project. Attached is the building information and permit application. **PLEASE REVIEW CAREFULLY**, and when you're ready to submit your application, include 2 sets of 11 x 17" plans, along with a \$1,200 fee. Your application must be submitted **at least one week prior** to the Environmental Control Committee (ECC) meeting which is on the **FIRST** Friday of each month. **You will need to outline the footprint of the house on the property with stakes and stringline, along with the same for property boundaries.** (You may want to get your property surveyed). You also need to get permits from Kern County Building & Safety who are only open on Tuesdays and Thursdays in the Lebec office. Their phone number is 661.858.1006, however, you can also go to the Bakersfield offices, which are open Monday through Friday.

The ECC will review your project on the morning of the meeting to make sure your house is not within any of the setbacks. It would be wise to have someone at the meeting in case there are any questions about your project. If your permit is recommended for approval by the ECC, it will then be forwarded to the board of directors for final approval at the board meeting on the **THIRD** Saturday of that same month. We will let you know as soon as we get the approval on the following Monday or Tuesday. Once you are approved to start and proceed with digging the footings, **BEFORE YOU CONTINUE**, you **MUST** call the EC Officer, Joe Ladin to check the measurements for the setback requirements. This is when the 2-year time frame begins to complete the project. If you complete the project 100%, including cleaning up of leftover construction materials, etc., and you contact the EC office to let them know you're finished you will receive a refund of \$1,000. Just know that we are very strict with the requirements to build and there are **NO EXCEPTIONS**. If you have any further questions, please don't hesitate to call.

**Again, this is just a synopsis, so you need to review the entire building packet to make sure you have everything ready. If not, your project will be held until the following month**