

# Prospective Home Builder Checklist

## Bill's Island, Island Park

### Welling Addition

- Review the Declaration of Covenants, Conditions, and Restrictions (CC&R's) for the Welling Addition on Bill's Island found at <https://www.billsislandassociation.org/> (Click link to Welling Pages < Welling HOA Archives < Welling CCRs)
- Review the Design Guidelines from the Architectural Review Committee (ARC) – attached
- Draft completed building and sewer/water plans consistent with CC&Rs and the Design Guidelines
- Complete the application titled “ARC Application for Construction Approval” – attached
- Submit the completed application along with a copy of your building plans to a member of the ARC as indicated on the application
- The ARC will review your building plans and contact you if any additional information is needed. If approved, you will receive a written letter stating approval as indicated on the application.
- Submit a copy of your Septic System Design to Dick Dyer at [wdyer@thedyergroup.com](mailto:wdyer@thedyergroup.com). For questions regarding sewer and water hookups, you may contact Dick at (208) 390-9700. Dick will submit the septic system design to District Health and upon their approval, they will issue a Septic Permit to you or your builder authorizing connection to the sewer system.
- Take both the District Health Septic Permit and the ARC approval letter to the County to receive your formal building permit. Contact information for the County Planning and Zoning Department is: [gnewkirk@co.fremont.id.us](mailto:gnewkirk@co.fremont.id.us) (208) 624-4643
- Once your sewer is connected, contact Gary Preston at (208) 313-2858 to schedule the sewer connection inspection. He will have already received a copy of the sewer design from Dick Dyer.

For additional questions, contact a member of the Architectural Review Committee found on the application.

**APPLICATION FOR CONSTRUCTION APPROVAL**  
**Bill's Island Welling Addition**  
**Architectural Committee**

Owner's Name: \_\_\_\_\_ Contact Phone: \_\_\_\_\_

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

Welling Address: \_\_\_\_\_

Lot Number: \_\_\_\_\_ Block Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

To meet the Design Guidelines and Declaration of Covenants, Conditions, and Restrictions (CC&Rs) for the Welling subdivision of Bill's Island, please reference section 3.5.1 of the CC&Rs, as well as the Design Guidelines document. Please attach all required information as outlined in the CC&Rs and Design Guidelines. (attached)

Your signature below indicates your understanding of the required information necessary for the Architectural Committee to review your application. The committee shall, within 30 days after receipt of a completed application and all required information, respond in writing to the applicant at the email address specified on this application. The response may approve the application with or without conditions; approve a portion of the application and disapprove other portions; or disapprove the application.

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

\_\_\_\_\_  
Date

Submit this application and all required information as identified in the CC&R and Design Guidelines documents by email to one of the Architectural Committee members listed below.

Lonna Smith (208) 589-2223 [lonnasmith@ihccinc.com](mailto:lonnasmith@ihccinc.com)

Paul Smith (801) 450-4403 [pdsmith200@gmail.com](mailto:pdsmith200@gmail.com)

Tyler Smith (801) 362-8816 [tricaliber@gmail.com](mailto:tricaliber@gmail.com)

***If you are requesting a variance, please complete the section below.***

Please list the reason(s) why you are unable to meet the Design Guidelines and CC&Rs: *(attach additional pages if needed)*

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## **DESIGN GUIDELINES**

### **Architectural Review Committee (ARC)**

**The ARC will be utilizing the following guidelines when reviewing applications:**

- Site layout
- Structural design – Snow loads can be significant in the Welling Subdivision. It is important you consult your engineer and architect to make sure your roof structure meets County guidelines and is strong enough to carry heavy snow loads.
- We discourage traditional dormers and suggest shed dormers if possible.
- Exterior elevations – The ARC will look at the elevation to ensure that the cabin is aesthetically pleasing and does not inhibit neighbor’s viewing.
- Exterior materials and colors – encourage cabins to “look like mountain cabins”. They should blend in and feel like they should be in the mountain forest. Roofing material such as burnt red, brown or green are good – bright red- or metal-colored roofs are discouraged. Log, wood, wood like siding, and stone exteriors are encouraged and vinyl, stucco and plywood are discouraged. No subsequent exterior alterations, improvements, or remodeling will be made without the consent of the ARC.
- Landscaping
- Drainage
- Exterior lighting
- Irrigation
- Parking
- Sewer and water connections – the Welling Engineer will need to receive your plans in this area and he will be the one to provide the approval. \*\*
- Any other feature of proposed construction, as applicable.

**The ARC will also take into consideration the following:**

- Solid concrete or masonry foundation
- Minimum size of at least 1200 sq feet for a single level dwelling or at least 1000 square feet on the ground floor of a multi-level dwelling.
- Quality materials
- Reasonable setbacks - this is defined by Fremont County and can be changed or amended by the County at any time. (See attached current guidelines from Fremont County))
- Has a kitchen, bath and a reasonable number of bedrooms.
- Adequate and reasonable parking to ensure that visitors are not parking on neighbor’s lots or along the road.
- Lights should be designed to shine down and limit the field of light to the immediate vicinity of the building. Lights should not shine into the road or onto neighboring properties. Lighted recreation facilities (sport courts) are prohibited.
- We encourage all new dwellings to have access to garage space, whether attached or detached – although cabins can be approved without garage space.
- We require that the dwelling be built first, or at the same time, as the garage if it is detached. This is to discourage an owner from building a garage and then placing a motor home or trailer on the property for long periods of time.
  - Garages may have a small living space that would include one to two bedrooms, bath and a common space. (No kitchens are allowed)

- Dwellings
  - The CC&R's will only allow 1 dwelling per lot.
  - Lots cannot be subdivided.
  - Except for propane tanks, all other utility lines must be underground.
- Multiple lots
  - The maximum livable square footage for the dwelling on the combined lots will be determined by the ARC.

### **Compliance**

- All dwellings and improvements to a lot and all construction and landscaping activities must comply with: (i) the Design Review Guidelines; (ii) all codes, rules and regulations and requirements of the County; and (iii) the Declaration of Covenants, Conditions and Restrictions for Welling Subdivision (CC&Rs)

### **Variances**

- An owner may complete and submit a request for a Variance from the Design Guidelines on the application. This will be reviewed by the ARC and may or may not be approved.

### **Letters of approval or denial**

- The ARC shall, within 30 days after receipt of a completed application and all required information, respond in writing to the applicant at the address specified on the application. The response may approve the application with or without conditions; approve a portion of the application and disapprove other portions; or disapprove the application.

\*\*The approval letter is only for the architectural standard and design but does not constitute approval for water or wastewater service – which needs to be approved by District Health and the Welling engineer and operator. Contact information for the Welling engineer is below.

Welling Engineer – Winston “Dick” Dyer  
208.390.9700  
Wdyer@thedyergroup.com

**ATTACHMENT:**

**Current Fremont County Setback Guidelines as of July 2023:**

- For waterfront properties:
  - A minimum of a 10-foot side yard
  - A 75-foot setback from the high-water mark. It is important to ensure that new homeowners understand there is also an easement (the water level can be raised 4 additional feet) from the Reservoir company that “owns the lake”. New construction is significantly further back than the buildings that were built earlier.
- For Non-Waterfront properties:
  - A 25-foot side and rear setback
  - A 30-foot front setback or 55 feet from the center of the road.
- For lots that are smaller than 1 acre the minimum setback is 10 feet on the side and must be aesthetically pleasing.