

Site Development Permit Process



Check List For Riviera Community Club ACC and Members Site Development Permit Process

The first page of this checklist was developed as an aide for our members as they prepare to develop their building site or modify an existing home and property. The following guidelines will be your insurance that the ACC will review your plans and be able to complete page two of the checklist at the next scheduled ACC meeting. These guidelines reflect the minimum standards set forth by our current By-laws and Covenants. The ACC meetings are held on the first and third Wednesday day of each month at 8:30 am **Site Development Check List** and **all documents should be submitted one week prior to the next scheduled meeting..**

Documents Required from Member

NAME: _____ SECTION: _____ LOT: _____

Member ف	RCC ف	
ف	ف	1. Section and Lot number of property being developed
ف	ف	2. Name of property owner, mailing address, phone Contact info (work & home), e-mail address, etc.
ف	ف	3. Signed Acknowledgement of Site Development Pkt.
ف	ف	4. Signed Notification of Agent or Contractor if Applicable
ف	ف	5. Building Plans Two (2) Copies
ف	ف	6. Septic Design Pierce County Approved Plan
ف	ف	7. Proof of application for Pierce County Building Permit
ف	ف	8. Landscape Design Plan*See Landscape Legend
ف	ف	9. Check for Riviera Site Depvelopment Permit
ف	ف	10. All membership dues and fees must be current prior to ACC review of packet

Site Inspection ACC

- | | | | |
|---|---|----|--|
| ☐ | ☐ | 1. | Double check set backs for house/garage, etc. |
| ☐ | ☐ | 2. | Have all property corners been marked? |
| ☐ | ☐ | 3. | Have all trees on landscape design been marked with tape for identification of trees to be removed from property? |
| ☐ | ☐ | 4. | Are there any other outbuildings that need to be identified? |

Other Building/Construction Requirements Inspection ACC

- | Member | RCC | |
|--------|-----|---|
| ☐ | ☐ | 1. Height of building: Max. 26 ft. from the ridge to the foundation |
| ☐ | ☐ | 2. Square footage: Minimum 1000Sq. Ft. 800 Sq. Ft. on main floor |
| ☐ | ☐ | 3. Is the roof pitch min. 4/12 with eaves with at least 12" overhang? What is the roofing material? |
| ☐ | ☐ | 4. Is the front entrance facing the street? *See CC&R exception |
| ☐ | ☐ | 5. Check the base construction for the driveway |
| ☐ | ☐ | 6. Check the foundation: Not to be higher than necessary for architectural or engineering purposes |
| ☐ | ☐ | 7. Foundation: Must be concrete or cement block and fully enclosed. |
| ☐ | ☐ | 8. Check garage: Limited to space needed to contain three vehicles Up to a maximum of 1200 sq. ft. on footprint |
| ☐ | ☐ | 9. Check color of house and trim, all outbuildings should Compliment the residence in design and color |

**RIVIERA COMMUNITY CLUB
ARCHITECTURAL CONTROL COMMITTEE
SITE DEVELOPMENT PERMIT PROCESS**

**ATTENTION:
DEPOSIT OF FEE DOES NOT CONSTITUTE APPROVAL OF PLANS!!**

DATE: _____

MEMBER: _____

CONTRACTOR: _____

SECTION & LOT NUMBER: _____

I HAVE READ AND AGREE TO COMPLY WITH RIVIERA COMMUNITY CLUB COVENANTS AND SITE DEVELOPMENT PLAN, THIS INCLUDES ALL BUILDING REQUIREMENTS. *I (WE) TAKE FULL RESPONSIBILITY FOR ANY CONTRACTOR WE HIRE FOR THIS PROJECT AND THE GENERAL CONTRACTOR IS AWARE OF THE CONTENTS OF THIS PACKET AS NOTED BY HIS/HER SIGNATURE BELOW.* (It is the responsibility of the member(s) to obtain the signature of the contractor. Failure to do so may delay the approval process.)

MEMBER SIGNATURE: _____

CONTRACTOR SIGNATURE: _____

(To be kept in member's file)

ACC meetings are held on the 1st and 3rd Wednesday at 8:30 a.m. of each month. All plans and site fees must be submitted one (1) week prior to the regularly scheduled meeting for review and meeting preparation.

**PLEASE RETURN THIS SIGNED DOCUMENT TO THE
RIVIERA COMMUNITY CLUB BUSINESS OFFICE.**

**RIVIERA COMMUNITY CLUB
ARCHITECTURAL CONTROL COMMITTEE
SITE DEVELOPMENT PERMIT PROCESS**

1. The following documents are submitted to Riviera Administration Office for Architectural Control Committee review:
 - a. Building Plans (2 sets) (One approved ACC copy to be returned to member upon permit approval.)
 - ❖ Include exterior color and trim samples
 - ❖ Scale - 1/4" = 1 foot
 - b. Copy of Pierce County (Approved) septic design.
 - c. Tree Removal & Reforestation Plan (Please see example diagram).
 - d. Landscape Design to include: (Please see example diagram)
 - ❖ Drainage Plan
 - ❖ Grading Plan (if necessary)
 - ❖ Driveway
 - e. Written notification indicating if an agent, contractor or other person(s) granted decision making authority is to be involved and to what extent. It is the Member's responsibility to ensure that all Covenants are followed.
 - f. PRIOR TO FINAL APPROVAL, A COPY OF PIERCE COUNTY PLAN CHECK RECEIPT MUST BE ON FILE AT THE RIVIERA BUSINESS OFFICE.**
 - g. A permit fee is paid to the Riviera office. Permits are valid for 12 months from date of issue. The entire fee will be refunded when full compliance with Riviera regulations has been assured; if the Architectural Control Committee does not approve the site plan, the entire permit fee will be refunded promptly. No interest is to be paid on monies held in abeyance.
 - h. Signed and dated copy of acknowledgement of the receipt of Site Development Permit process.

- i. *If more than one lot used for construction, proof of County Lot Line Vacation and the Riviera Community Club Release of Easement must be included with permit application prior to ACC consideration.*

A signed Riviera Water User Agreement and appropriate fees must be paid and on file in the business office prior to temporary hook-up to the water system. The permanent connection will not be made until the ACC inspects the property for current compliance with all ACC requirements as well as verification the membership is in good standing. Please see Article VII Section 7.15 Covenants for additional information.

Permit fees are as follows:

Type of Activity	Permit Fees
Permanent dwelling: (new or remodel) site built or manufactured;	\$700.00
Garage or Carport, Deck or Sunroom	\$400.00
Outbuilding: County permit not required for under 200 sq. ft. Riviera permit required only.	\$300.00
All other authorized activity: To include: fences, tree removal, and misc. structures.	\$200.00

Failure to comply with all architectural requirements will result in a minimum fine equal to a sum double the amount of the original permit fees or as outlined in any current membership approved Penalties, Fines and Forfeitures document. These fines will result if no attempt is made by the member to seek resolution through the ACC or the Board of Trustees.

2. All site development documents are reviewed by the Architectural Control Committee.

3. Site inspections performed by a minimum of two (2) Architectural Control Committee members. They perform the following functions:

- A. Observe property corners/lines as marked by owner/ agent.
 - 1. Observe current Pierce County setbacks from property lines.
They are currently as follows:

HOMES

- ❖ Twenty-five feet from front line.
- ❖ Thirty feet from back line.
- ❖ Ten feet from each sideline.
(see county for exceptions)

DETACHED BUILDINGS

2. Subject to Pierce County Building Department, currently 3 feet. **However, the ACC recommends you verify through County all setback requirements.**
 - a. Observe trees that are requested to be removed (as marked by owner/agent with Surveyors tape).

OUTBUILDINGS

(Please refer to Article VI Section 6.05 of the Covenants)

1. Meet set back requirements of 3 ft from back and sides or as County permits (i.e., garages and sheds). **REMOVED AN ITEM**
2. Submit drawing or plan of structure to include location and landscape on the lot to include all structures. (Note: cement slab no longer requires County permit.)
3. All out buildings (including temporary structures)
 - a. New material only.
 - b. Maximum size of 200 square feet.
 - c. color shall be white or approved by ACC.
4. **Only after** appropriate Riviera permit has been posted on a lot and applicant has received notification from Riviera Administration that plans have been approved, shall activity take place.

Non-compliance with site development regulations may result in forfeiture of permit fees, fines, member services being withheld and/or legal action.

ARCHITECTURAL REQUIREMENTS

The purpose of this policy is to supplement and clarify Architectural Requirements of Article VI of the CC&R's for new residential construction. The following will apply to all residences to be built or placed on any residential lot. This includes Mobile (grandfathered in only), Manufactured, Modular and Stick Built homes.

BUILDING RESTRICTIONS: See ARTICLE VI Section 6.05

Except portions of the real property used for recreational purposes or common Service facilities by Riviera Community Club, no lot shall be used for any purpose other than single-family residential purposes. No dwelling, residence, outbuilding, fence, wall, building, pool or other structure shall be erected, altered, placed or maintained on any lot unless it shall comply with these restrictions and the following:

1. Each residence shall be of permanent construction and have not less than one thousand (1,000) square feet of enclosed area devoted to living purposes with no less than eight hundred (800) square feet on the main floor.

2. The exteriors, including roof and walls, of all structures on a lot shall be constructed of new materials.

❖ The roof and exterior siding shall be of materials allowed by the Pierce County building code. However, corrugated siding is not allowed. All materials shall be new. Please verify roofing materials with the ACC.

❖ The eaves on all sides of the dwelling must have a depth of not less than 12 inches.

❖ The roof of the dwelling must have at minimum a 4/12 pitch (rise over run in inches).

3. The foundations for each residence shall be fully enclosed and constructed of concrete or cement block or other similar material approved by the Committee.

❖ The dwelling must be permanently anchored to a county approved concrete or masonry foundation.

4. Any structure used for dwelling shall be equipped with sanitary plumbing facilities within the structure, fully connected to a septic tank system of sewage disposal, designed, located and constructed in accordance with the rules and regulations of, and its installation approved by the Pierce County Health Department and any other governmental agencies having jurisdiction, or to a public sewer system.

5. No structure may contain more than two stories above grade. The main floor shall contain at least 800 square feet of enclosed living area and overall square footage shall be no less than 1,000 square feet. Garage or carport facilities shall not exceed an area required for the parking and/or storage of three vehicles, up to a maximum of 1200 sq. feet.

6. **Maximum Height-All Structures.** No dwelling shall exceed 26 feet in height as measured from the highest point of the roof down to the top of the foundation (mud sill).
7. No foundation shall be higher than that required for architectural or engineering purposes.
8. All structures shall conform to the set back requirements as established by the resolutions, ordinances and regulations of the governmental authority having jurisdiction existing at the time of construction.
 - ❖ The front entrance of the dwelling must face the street *except* on Lake Front Lots and cul-de-sacs with finger parks. The entry must have a roof or overhang of at least 4-feet in width and 2-feet in depth.
 - ❖ The Master Electrical Box is to be mounted directly to the dwelling and not to a pole.
 - ❖ Dwelling must be declared as part of the Real Property and taxed accordingly.

FENCES AND WALLS

All fences and walls must conform with Pierce County Building Codes and are subject to the following additional ACC requirements:

1. Fences and walls shall not exceed six feet (6) in height as measured from the finished grade.
2. That portion of yard, which extends beyond the dwelling as it faces the frontage road, (mailing address) shall not be fully enclosed. (A fence with a gate does not constitute a full enclosure) Only the side lot lines of this area may have walls or fences, which shall extend to no closer than 25 feet from the front property line.
 - ❖ Decorative fences such as picket or rail not exceeding 48" high, may be placed in front areas or adjacent to driveways or walks without ACC approval. Please ask ACC for their recommendations for fence materials and other deer deterrents prior to construction
 - ❖ All fences facing golf course must be see through type.

3. A fence or wall adjacent to Lakes Josephine and Florence must be in compliance with Pierce County requirements.
5. If a fence or wall is dissimilar from side to side, what would normally be considered the finished side shall face an adjoining property.
6. An illustrated plan, conforming to all governmental regulations must be submitted to the Committee prior to any installation and shall include, but not be limited to the following:
 - ❖ Purpose for request; privacy, deer, dogs, etc.
 - ❖ Indicate relationship to all 4-property lines and any building within 50 ft.
 - ❖ Height
 - ❖ Type of material used
 - ❖ Type and color of finish, if any.
 - ❖ Picket configuration or wire mesh opening, etc.
7. Aesthetics, privacy, light and air, shall be factors with the surrounding neighborhood.
8. Retaining walls, rockeries and vehicle barriers, not exceeding 36" in heights may be used in the landscaping of a lot. Walls of any height that support loads other than grade (dirt) may require a county building permit.
9. Please consult with ACC regarding alternate plans for electric fencing.

TREES AND OTHER VEGETATION

It is the desire of the Board of Trustees to encourage each property owner to retain as much natural or native vegetation as possible to protect the quality of water shed, wildlife habitat and over-all aesthetics of the development.

IMPROVED LOTS: (Where documentation of permanent site development exists or plans have been submitted and are being considered for approval by the Architectural Control Committee.)

After written application to the Architectural Control Committee, owner of record may remove any tree which is in his/her judgment is in direct conflict with proposed driveways, structures, on site sewage system, any other authorized use of a Riviera lot; or any tree which he/she feels is a hazard to life or property (only after statements in writing justifying such removal has been submitted to and approved by the Architectural Control Committee).

UNIMPROVED LOTS: (Where no documentation exists that permanent site development has been approved or is being considered for approval by the Architectural Control Committee.)

General debrushing, or cleanup with the use of motorized equipment requires prior authorization by the ACC (for perk holes) and Forestry for trees.

After written application to the Architectural Control Committee, owner of record may remove any tree, which in his/her judgment is dead, diseased, or is a hazard to life or property (only after statements in writing justifying such removal has been submitted to and approved by the Architectural Control Committee).

No other removal of trees or vegetation is permitted unless in conjunction with the site development process, approved by the ACC.

For the purpose of interpreting Article VII, Section 7.15, in the book of Covenants, Restrictions and Easements, Live standing trees with a diameter of six inches or more one foot above the ground. (corrected 10-25-08 Motion #2008-10-07)

***** THE FINE FOR ILLEGALLY REMOVED TREES**
WILL BE \$2,500. PER TREE***

Riviera Community Club Water User Agreement

The undersigned, as owner of Lot _____, Lake Josephine Riviera No. _____, according to the plat therein recorded in Pierce County, Washington, agrees as follows:

1. The undersigned agrees to reimburse to Riviera the cost of installing water service (shut-off and meter) to the property, which shall include the hookup charge, plus the current cost of materials and labor, as a condition to connect to the water supply for such plat.
2. In consideration of, Riviera Community Club, a Washington corporation, herein called the Company, shall furnish water for residential use to the property line of the above described real property, the undersigned agrees to pay the Company the water rate, as established by the Company, within thirty (30) days after statements are rendered.
3. The Company may adopt such reasonable rules and regulations from time to time pertaining to the use of such water as the Company deems advisable and the undersigned shall comply therewith after notice has been given to the undersigned by mail addressed to the lot owner at the address as shown on the corporate records.
4. The Company shall not be liable to the undersigned or any person using water provided by the Company for any failure or interruption in providing service for reasons beyond its control.
5. The Company shall have the right to disconnect the water supply from the undersigned's property in the event the undersigned shall fail to pay any sum owed to the Company or to comply with the terms of this agreement or the Company's rules and regulations, in addition to any other rights it may have. No such disconnection shall relieve the undersigned from payment of accrued rates.

Dated this _____ day of _____, 20____.

Property Owner's Signature and Mailing Address

Connection fee \$ _____ Payment received on _____

Date connected: _____ Connection # _____ Meter # _____ By _____

New owners of existing homes with water service must submit this form with the Water User Transfer Fee, currently \$100.00

Riviera Community Club
WATER CONNECTION INVOICE

RIVIERA COMMUNITY CLUB

DATE: _____

11016 Country Club Dr.
Anderson Island Wa 98393
Phone: 253-884-4093

Section _____ Lot _____

NAME: _____

MAILING ADDRESS: _____

PHONE: _____

Have member sign a Water Agreement Letter. Work Order# _____

6042-003	Water Dept./Future capital expenditures	\$2000
6435-000	Water hook up/materials/final connection	\$641.33
3350-000	sales tax @ 7.9%	\$208.67
Total Connection Fee		\$2850.00

WATER TRANSFER FEE \$100.00
MUST BE ACCOMPANIED BY A NEW WATER USER AGREEMENT

TO: TANNER ELECTRIC
P.O.BOX 1426

NORTH BEND, WA 98045

SUBMITTED BY:
Section & Lot

RELEASE OF EASEMENT RIGHTS

The undersigned have the power to create easement rights, or have received easement rights in and to certain real property situated in Pierce County Washington, in the plat of Lake Josephine Riviera No. _____ as recorded in such County, and desire to release and discharge a portion of such rights as hereinafter set forth. Now, therefore, the undersigned hereby release, discharge and quit claim to the present parties in interest of the servient property all of the undersigned's' easement rights in and to the following real property:

A strip of land ten feet in width, the center line of which is the common boundary line between Lot ____ and Lot ____, Lake Josephine Riviera No. ____ according to the plat thereof recorded in Pierce County, Washington.

In making this release of easement rights, the undersigned expressly reserve any and all rights to create easements or in established easements rights in the above described plat, except to the extent expressly released hereby. To the extent that the above described property may overlap or encroach upon any land within five feet of any other boundary line of either of the above lots and the above described common line, such property is excluded and accepted from the above-described real property.

DATED THIS _____ DAY OF _____, 200 _____.

TANNER ELECTRIC

BY: _____

STATE OF WASHINGTON)

BY: _____

COUNTY OF _____)

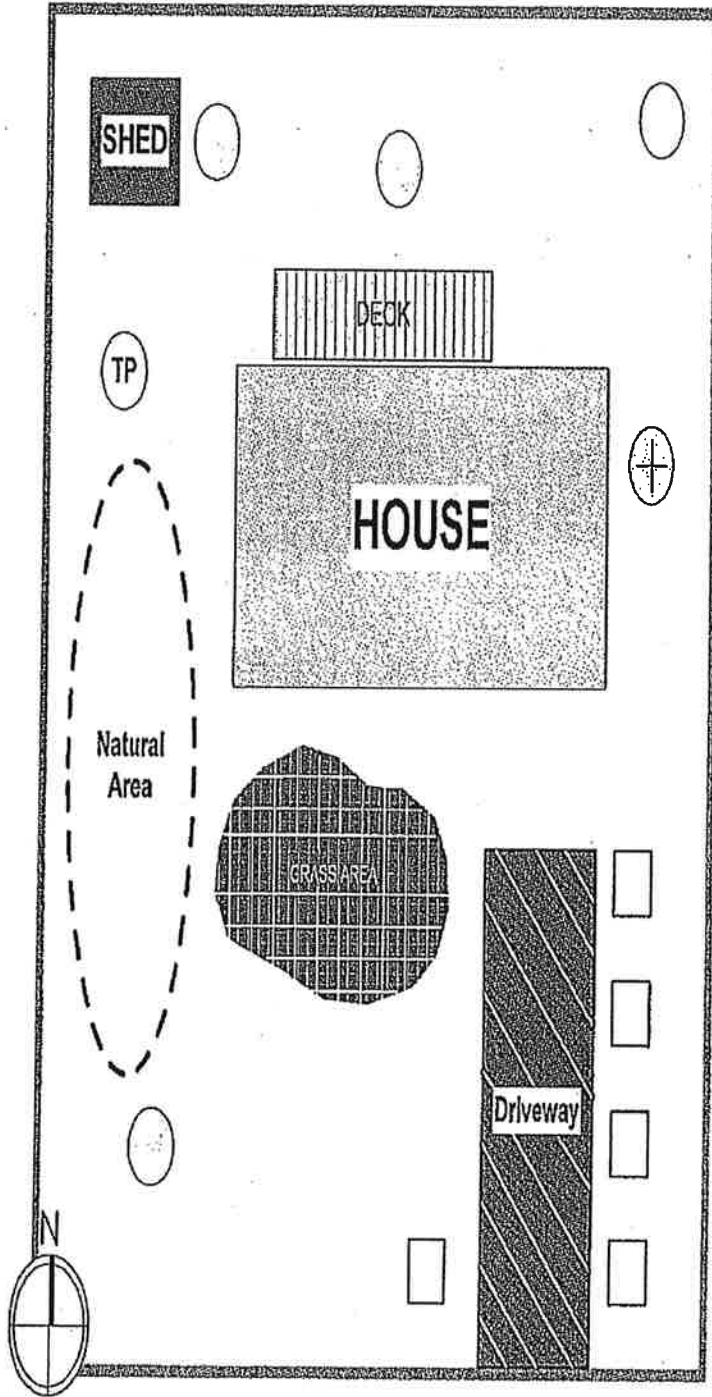
On this _____ day of _____, 200 _____, before me personally appeared _____ and _____

respective of _____ that executed the within and foregoing instrument and acknowledged the said instrument to be free and voluntary act and deed of said corporation for the uses and purposes therein mentioned, and both stated on oath that they were authorized to execute said instrument and that the seal affixed is the corporate seal of said corporation.

IN WITNESS WHEREOF, I have hereunto set my hand and fixed by official seal the day and year first above written.

Notary Public in and for the
State of Washington, residing at

LANDSCAPE DESIGN FORMAT



LEGEND

