

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

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 file)

ACC meetings are held on the **1st and 3rd Wednesday at 8:30 am** each month. Please submit all plans **7 days 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**

Documents are submitted to Riviera Administration Office for Architectural Control Committee review:

Building plans (2 sets)
Including exterior color and trim
Scale--1/4 inch = 1 foot

Copy of Pierce County (preliminary) septic design

Landscape design to include: (Please see example diagram)
Drainage plan
Grading plan (if necessary)
Driveway

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 Members responsibility ensure that all covenants are followed.

PRIOR TO FINAL APPROVAL, A COPY OF PIERCE COUNTY PLAN CHECK RECEIPT MUST BE ON FILE AT THE RIVIERA BUSINESS OFFICE AS WELL AS APPROVED SEPTIC PLAN.

Permits are valid for 12 months from date of issue with a onetime 6 month extension. After that time frame the property becomes non-compliant and fines may be levied.

Signed and dated copy of acknowledgment of the receipt of Site Development Permit process.

If more than one lot is used for construction, proof of County Lot Line vacation and the Riviera Release of Easement must be included with permit application prior to ACC consideration.

As signed Riviera Water User Agreement and appropriate fees must be paid and on file in the business office. Permanent connection will no be made until ACC inspects the property for current compliance with all ACC requirements as well as verification the member is in good standing.

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

Site inspection by a minimum of two Architectural Control Committee members:
Observe property corners/lines as marked by owner/agent.
Observe current Pierce County set backs from property lines currently as follows.

Homes twenty five feet from the front line.

Thirty feet from the back line.
Ten feet from the sidelines.

DETACHED BUILDINGS

Subject to Pierce County Building Department currently 3 feet.
However, the ACC recommends you verify through County all setback requirements.

Observe trees that are requested to be removed as marked by owner/agent with surveyor tape.

OUT BUILDINGS AND SHEDS:

(Please refer to **Article VI Section 6.05** of the Covenant book)

Meet set back requirements of 3 ft from back and sides or as County permits (ie.) Garages and sheds)

Submit drawing or plan of structure to include location and landscape on the lot to include all structures.

Cement slab requires County permit.

Out buildings should match color scheme of house.

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.

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, 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:

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.

Exteriors including roof and walls, of all structures shall be constructed of new materials.

The roof and exterior siding shall be of materials allowed by the Pierce County building code; provided, however, corrugated roofing or 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),

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.

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 regulation of and its installation approved by the Pierce County Health Department and any other governmental agencies having jurisdiction, or to a public sewer system.

No structure may contain more than two stories above grade. Overall living, square footage shall be no less than 1,000 sq. ft. Garage or carport facilities shall not exceed an area required for the parking and/or storage of three vehicles. Maximum of 1200 square feet.

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).

No foundation shall be higher than that required for architectural or engineering purposes.

All structures shall conform to the setback 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 shall 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-ft in width & 2-ft 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:

Fences and walls shall not exceed six feet (6) in height as measured from the finished grade.

That portion of yard, which extends beyond the dwelling as it faces the frontage road (mailing address) shall not be fully enclosed. 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.

A fence or wall adjacent to Lakes Josephine and Florence must be in compliance with Pierce County requirements.

If a fence or wall is dissimilar from side to side; what would normally be considered the finished side, shall face an adjoining property.

A variance may be applied for when public access areas cause conflicts with adjoining lot owners, or where special circumstances exist.

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, & any building within 50 ft.

Height

Type of material used

Type & color of finish, if any.

Picket configuration or wire mesh opening, etc.

Aesthetics, privacy, light and air, shall be factors with the surrounding neighborhood.

Retaining walls, rockeries, and vehicle barriers, not exceeding 36" in height 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.

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.)

Owner of record may remove any tree which in his/her judgment is in direct conflict with proposed driveways, structures, onsite sewage system, any other authorized use of a Riviera lot; or any tree which he/she feels is a hazard to life or property.

UNIMPROVED LOTS:

General de-brushing, or cleanup without the use of motorized equipment requires no prior authorization.

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

Lake Josephine Riviera 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
11016 Country Club Drive
Anderson Island, WA 98303
Phone: 253-884-4093

DATE: _____

Sec/Lot: _____

NAME: _____

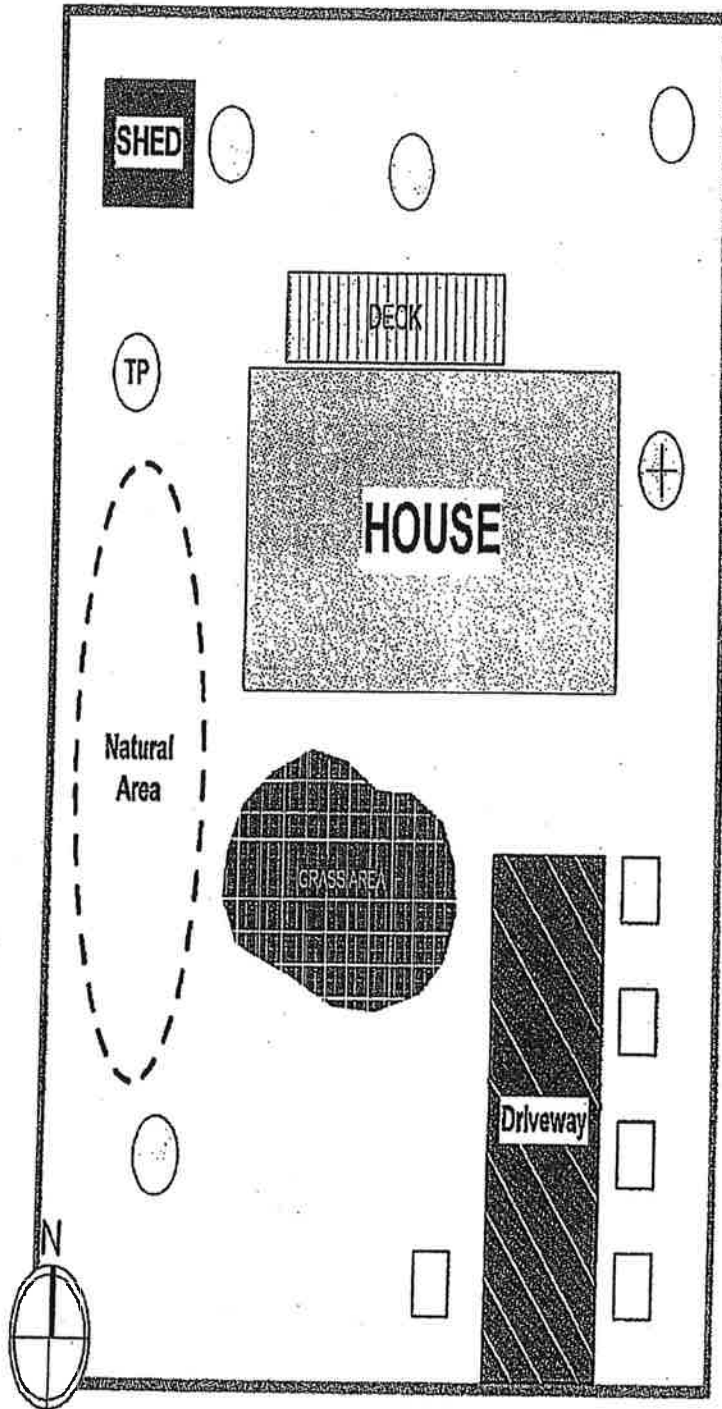
MAILING ADDRESS: _____

Phone: _____

Have member sign a Water Agreement. Work Order # _____

6042-003 Water Dept./future capital expenditures	\$2000.00
6035 Water hook up/materials/final connection	\$641.33
3350-000 sales tax @7.9%	\$208.67
Total Connection Fee	\$2850.00

LANDSCAPE DESIGN FORMAT



LEGEND

