

## Riviera Community Club Architectural Control Committee (ACC) Site Development Requirements and Check List

This first section of this site development packet was developed as an aide for members as they prepare and develop their building site or modify an existing home or property. The following guidelines are taken from the Club's Covenants *Section 6.05 regarding Compliance with Architectural Requirements and Rules*. ACC meetings are held on the first and third week of the month at the Riviera office. If you have any questions, please don't hesitate to contact the office. **Please remember all development must be approved by the ACC prior to job commencement. SECTION 6.05 of Article VI RULES AND COMPLIANCE**

Name: \_\_\_\_\_ Section: \_\_\_\_\_ Lot: \_\_\_\_\_

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

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

<b>RCC Covenant Section 6.05 Requirements and General Guidance (As applicable – see Note 4 Below)</b>	<b>ACC Approval</b>	
	Yes	No
1. Have the property corners been marked?		
2. Submit 2 sets of plans and specifications to the ACC at scale (1"=10' plots, ¼" = 1' buildings) (6.05.1) – see note 1		
3. 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. (6.05.1b)		
4. The roof of the dwelling must have at minimum a 4/12 pitch (rise over run). (6.05.1c)		
5. The roof and exterior siding shall be of materials allowed by the Pierce County building code; provided, however, corrugated roofing and siding is not allowed. All materials shall be new. (6.05.1d)		
6. The dwelling must be permanently anchored to a county approved concrete or masonry foundation. (6.05.1e)		
7. The eaves on all sides of the dwelling must have a depth of not less than 12 inches. (6.05.1e)		
8. The master electrical circuit box must be mounted directly on the dwelling and not on a pole.		
9. Every dwelling shall have a minimum of 1,000 square feet of enclosed year round living area. Maximum dwelling height is 26' from the mud sill. – see note 3		
10. All exterior construction and landscaping must be completed within one year following the issuance of the building permit. (6.09. B 9)		
11. All fences on all lots shall comply with current Pierce County Uniform Building Codes. (6.09 D)		
12. Any plans for clearing, excavating, filling, construction or alteration of dwellings, garage, fence, wall, shed, solar collection device, out building or other structure, road, or driveway must be submitted for ACC approval (6.05)		
13. Submit to ACC <b><u>Pierce County APPROVED Septic Design and APPROVED Pierce County Building Permit.</u></b>		



11016 Country Club Drive  
Anderson Island, Washington 98303  
253.884.4093

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**From ARTICLE VI – RULES AND COMPLIANCE**

**Note 1.** 1(a) The size and dimensions of the improvement or alteration; (b) The exterior design, color scheme, exact location on the Lot; (c) The location of driveways and parking areas; (d) The plan for drainage and grading; and (e) The proposed landscaping and outdoor lighting or Pierce County approved building plans.

**Note 2.** 6.05.1e -The dwelling unit must be declared to be part of the real property and taxed accordingly.

**Note 3.** 6.05.1e, 1j, 1l, 1m - No dwelling shall have more than two floors of living space above grade. No home 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.

**Note 4.**

**SECTION 6.03.** *Trustee's Authority to Enforce Rules Regarding Land Use, Architectural Requirements, and Development of Individually Owned Property, and Variances.* The Architectural Control Committee (ACC) may recommend and the Trustees shall have the authority to implement and enforce these Covenants and the Rules as adopted. The Trustees may adopt Rules for the operation of the ACC, which are not inconsistent with these Covenants. The ACC may recommend and the Trustees shall have the authority to grant a variance to the Rules and Covenants in specific situations upon a showing by the Owner of special need or circumstances, which shall not have been the result of any omission or commission by the Owner.

**SECTION 6.05.** *Compliance with Architectural Requirements and Rules.* Each Owner shall comply with the Covenants, the Architectural Requirements adopted by the membership, and any Rules adopted by the Riviera Trustees. All Rules, and all additions, deletions and all changes to all Rules, shall be published by the Trustees in the community newsletter. No clearing, excavating or filling of any Lot shall be commenced, and no dwelling, garage, fence, wall, shed, solar collection device, out building or other structure shall be constructed, erected, or located on any Lot, nor shall any exterior addition or alteration be made to any structure on any Lot, nor shall any road or driveway be made or altered, until the construction plans and specifications and a plot plan showing the nature, kind, shape, height, materials, color and location of the same shall have been submitted to and approved by the Trustees or their designees.

(Recorded with Pierce County July 21, 1999)

**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 **1<sup>st</sup> and 3<sup>rd</sup> Wednesday at 8:30 am** each month. Please submit all plans **15 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.  
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, Riviera Release of Easement and Tanner Electric Release of Easement are required to ensure there is not an easement/right of way for Lake Josephine Riviera Water or Tanner Electric. Once these are released filing with Pierce County may occur.

A signed Riviera Water User Agreement and appropriate fees must be paid and on file in the business office. Permanent connection will not 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 (25) feet from the front line.  
Thirty (30) feet from the back line.  
Ten (10) feet from the sidelines.  
**Lakefront** fifty (50) feet from shoreline.

## **DETACHED BUILDINGS**

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

## **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 (i.e.) 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.

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 \_\_\_\_\_

By \_\_\_\_\_

Date connected: \_\_\_\_\_ Connection # \_\_\_\_\_ Meter # \_\_\_\_\_

**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
<b>Total Connection Fee</b>	<b>\$2850.00</b>