

Riviera Community Club
Architectural Control Committee
Member Site Development Application Packet

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Riviera Community Club
Architectural Control Committee
Site Development
MEMBER COVER FORM

MEMBER NAME: _____

RIVIERA SECTION / LOT #: _____ / _____

SITE ADDRESS: _____

CITY: _____ ANDERSON ISLAND STATE: _____ WASHINGTON ZIP: _____ 98303

CONTACT/MAILING ADDRESS: _____

CITY: _____ STATE: _____ ZIP: _____

EMAIL: _____ PHONE: _____

The affixed 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 Architectural Control Committee (ACC) will review your plans. These guidelines reflect the minimum standards set forth by our current Riviera Covenants and Bylaws. The ACC meetings are held on the first (1st) and third (3rd) Wednesdays of each month at 8:30 a.m. All plans and site fees must be submitted a minimum of one (1) week prior to the regularly scheduled meeting for placement on the meeting agenda.

THE ACC REVIEW PROCESS CAN TAKE UP TO THIRTY (30) DAYS. THE COMPLETION OF YOUR APPLICATION PACKET AND/OR IT'S ACCEPTANCE BY RIVIERA STAFF DOES NOT GUARANTEE FINAL APPROVAL BY THE RIVIERA ACC.

For questions about this information or site development guidelines, please contact ACC@RivieraClub.org or call the Riviera Office at 253-884-4093. You may return your completed application by dropping off at office or mailing to: Riviera Community Club, ATTENTION: ACC Committee, 11016 Country Club Drive, Anderson Island, WA 98303 or by email to: ACC@RivieraClub.org.

Riviera Community Club
Architectural Control Committee
Site Development

ACKNOWLEDGEMENT OF SITE DEVELOPMENT PACKET & NOTIFICATION OF
AGENT/CONTRACTOR FORM

If using an agent or contractor, please complete applicable information. Otherwise note "not applicable".

MEMBER NAME: _____ SECTION/LOT# _____ / _____

CONTRACTOR: _____

CONTRACTOR CONTACT INFORMATION: _____

CONTRACTOR PHONE: _____ EMAIL: _____

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, IF APPLICABLE, 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: _____ DATE: _____

CONTRACTOR SIGNATURE: _____ DATE: _____

THE ARCHITECTURAL CONTROL COMMITTEE (ACC) REVIEW PROCESS CAN TAKE UP TO THIRTY (30) DAYS. THE COMPLETION OF THIS PACKET AND/OR IT'S ACCEPTANCE BY RIVIERA STAFF DOES NOT GUARANTEE FINAL APPROVAL BY THE RIVIERA ACC.

ACC Committee meetings are held on the first (1st) and third (3rd) Wednesdays of each month at 8:30 a.m. **All plans and site development fees must be submitted a minimum of one (1) week prior to the regularly scheduled meeting for review and placement on the meeting agenda.**

PLEASE RETURN THIS SIGNED DOCUMENT TO THE RIVIERA COMMUNITY CLUB BUSINESS OFFICE: Riviera Community Club, ATTENTION: ACC Committee, 11016 Country Club Drive, Anderson Island, WA 98303 or by email to: ACC@RivieraClub.org.

Site Development Checklist

MEMBER	ACC	<u>DOCUMENTS REQUIRED FROM MEMBER</u>	FINAL INSPECTION
<input type="checkbox"/>	<input type="checkbox"/>	1. Completed "Member Cover Form"	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	2. Completed and Signed "Acknowledgement of Site Development Packet & Notification of Agent/Contractor" Form	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	3. Proof of Riviera Lot Line Vacation <i>(if required)</i>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	4. Building Plans – Two (2) Copies <i>(unless provided digitally)</i>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	5. Septic Design Permit – Approved by Pierce County	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	6. Building Permit – Approved by Pierce County	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	7. Site Development Permit – Approved by Pierce County	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	8. Additional Permitting as Applicable (Fire, Sprinkler, Propane) – Approved by Pierce County	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	9. Landscape Design Plan <i>(see Landscape Legend)</i>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	10. Payment Receipt for Riviera Site Development Permit Fee <i>(see fee schedule)</i>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	11. Member is in "Good-Standing" <i>(all membership dues & fees must be current)</i>	<input type="checkbox"/>

MEMBER	ACC	<u>SITE INSPECTION PREPARATION FOR MEMBER</u>	FINAL INSPECTION
<input type="checkbox"/>	<input type="checkbox"/>	1. Check ALL setbacks for House, Garage, Outbuildings, etc.	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	2. Have ALL property corners been marked?	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	3. Have ALL trees been marked with tape for removal and have ALL trees to remain on property been identified on Landscape Plan?	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	4. Are there any other outbuildings that need to be identified on the property?	<input type="checkbox"/>

MEMBER	ACC	<u>CONSTRUCTION REQUIREMENTS & OTHER BUILDING</u>	INSPECTED
<input type="checkbox"/>	<input type="checkbox"/>	1. HEIGHT OF BUILDING: Maximum 26 ft. from highest point of the roof to the top of the foundation (mudsill)	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	2. SQUARE FOOTAGE: Minimum 1000 sq. ft – 800 sq. ft. on main floor	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	3. ROOF PITCH: Is the roof pitch minimum 4/12 with eaves at least 12” overhang? Is type and color of roofing material identified?	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	4. FRONT ENTRANCE: Is the front entrance facing the street (*see CC&R exceptions) with a minimum 4 ft. wide x 2 ft. deep overhang?	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	5. DRIVEWAY: Check location and material	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	6. FOUNDATION: Not to be higher than necessary for architectural or engineering purposes. Structure must be permanently anchored.	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	7. FOUNDATION: Must be concrete or cement block and fully enclosed.	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	8. GARAGE: Limited to space needed to contain three (3) vehicles with maximum of 1,200 sq. ft on footprint.	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	9. HOUSE COLOR/MATERIALS: Check color swatches, trim, and type of siding.	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	10. OUTBUILDINGS: Must compliment the residence in design and color.	<input type="checkbox"/>
		<u>PIERCE COUNTY OCCUPANCY PERMIT REQUIRED PRIOR TO FINAL INSPECTION</u>	<input type="checkbox"/>

FOR ACC USE ONLY

Date of Initial Inspection: ____/____/____ performed by _____ and _____

Date of Final Inspection: ____/____/____ performed by _____ and _____

ACC Notes:

**Riviera Community Club
Architectural Control Committee (ACC)
SITE DEVELOPMENT PERMIT PROCESS**

The following documents must be submitted to the Riviera Administration Office for Architectural Control Committee (ACC) review:

1. Building Plans (2 sets), unless provided digitally.
 - (Scale = ¼" = 1ft)
 - Include exterior color and trim samples
2. Copy of ALL Pierce County Approved Permits (including Septic Design)
3. Tree Removal and Reforestation Plan (see example diagram)
4. Landscape Design to include: (see example diagram)
 - Drainage Plan
 - Grading Plan (if needed)
 - Driveway
 - All buildings including outbuildings
5. 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.
6. Prior to final approval, a copy of Pierce County Occupancy Receipt must be on file at the Riviera Business Office.
7. Proof of PAID Riviera Permit Fee (refundable). Permits are valid for 12 months from date of issue. The permit fee will be fully refunded when full compliance with Riviera regulations has been assured and project is complete. If the ACC does not approve the site plan, the entire permit fee will be refunded promptly. No interest will be paid on monies held on deposit. *(Fee schedule on next page)*
8. Signed and dated copy of the acknowledgement of receipt of the Site Development Permit Process via Acknowledgement of Site Development Packet & Notification of Agent/Contractor Form.
9. If more than one Riviera lot is used for construction, proof of Pierce County Lot Line Vacation, Riviera Community Club Release of Easement, Tanner Electric Release of Easement, and Riviera Lot Line Vacate Approval must be included with Site Development Application prior to ACC consideration.
10. 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 Riviera Lake Josephine Water System. The

permanent connection will NOT be made until 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 of the RCC Covenants for additional information.

PERMIT FEES ARE AS FOLLOWS:

The permit fee for the activity below is paid to Riviera Community Club. Permits are valid from date of issue through the applicable permit period. The entire fee will be **refunded** to the member when full compliance with Riviera regulations (including final inspection) has been assured. If the Architectural Control Committee (ACC) does not approve the **Site Development Plan**, the entire permit fee will be refunded promptly. No interest is to be paid on monies held in abeyance.

All fees are fully refundable*

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

TYPE OF PERMIT ACTIVITY (new or alteration)		REFUNDABLE PERMIT FEE	LENGTH OF PERMIT
Perc Hole Permit	Perc Hole (dig & fill) and Septic Design Planning	\$500	6 MONTHS
Site Development Plan	Permanent Dwelling - stick built or manufactured	\$1,500	1 YEAR
Outbuilding	Garage or Carport (Pierce County permit may be required)	\$600	6 MONTHS
All OTHER Authorized Activity (<u>NO</u> DEPOSIT REQUIRED)	Deck, Patio, or Sunroom	N/A	6 MONTHS
	Shed (Pierce County permit required if over 200 sq ft)	N/A	6 MONTHS
	Fences, Driveway & Misc. Structures	N/A	6 MONTHS
	House Painting/Roof Replacement	N/A	6 MONTHS
Forestry	Tree Removal	\$200	90 DAYS
Forestry	Emergency Tree Removal	\$200	30 DAYS

PLEASE NOTE: *Riviera Community Club site development and alteration permits are to ensure compliance with the Riviera’s Covenants and Architectural Requirements. It is the member’s responsibility to ensure compliance with Pierce County Code.*

All site development documents are reviewed by the Architectural Control Committee and site inspections are performed by a minimum of two (2) ACC members who perform the following functions:

- Observe property corners/lines as marked by owner/agent
- Observe current Pierce County setbacks from property lines. Waterfront properties may be subject to additional setbacks

OUTBUILDING REQUIREMENTS (Garages/Sheds/Outbuildings – Refer to Covenants Article VI, Section 6.05)

- Submit drawing or plan of structure to include location and landscape on the lot which includes all existing structures.
- All outbuildings, including temporary structures, must be:
 - New material only
 - Color shall be approved by ACC
- Abide by any applicable Pierce County regulations and setbacks.

TREES

- Observe trees that are requested to be removed (as marked by owner/agent with colored tape.)

Only after appropriate Riviera permit has been posted on the lot and applicant has received notification from the Riviera Administration that the plans have been approved shall activity take place.

Noncompliance with site development regulations may result in forfeiture of permit fee, fines, member services being withheld and/or legal action.

RIVIERA COMMUNITY CLUB ARCHITECTURAL REQUIREMENTS

Board of Trustees Approved - 07/28/07 (*Motion # 2007-07-06*)

Membership Approved: 09/29/2007 - Recorded with Pierce County: 02/06/2008 - Digital Update: 10/15/2021

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.
 - a. *The roof and exterior siding shall be of materials allowed by the Pierce County building code; provided, however, corrugated siding is not allowed. All materials shall be new. Please verify roofing materials with the ACC.*
 - b. *The eaves on all sides of the dwelling must have a depth of not less than 12 inches.*
 - c. *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.
 - a. *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 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.
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 1,200 square feet.
6. Maximum **Height for 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 setback requirements as established by the resolutions, ordinances and regulations of the governmental authority having jurisdiction existing at the time of construction.
9. 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.
10. The Master Electrical Box is to be mounted directly to the dwelling and not to a pole.
11. 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.
 - a. 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 (or installation).

- b. 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.
4. If a fence or wall is dissimilar from side to side, what would normally be considered the finished side, shall face an adjoining property.
5. 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:
 - a. Purpose for request; privacy, deer, dogs, etc.
 - b. Indicate relationship to all 4-property lines, & any building within 50 ft.
 - c. Height
 - d. Type of material used
 - e. Type & color of finish, if any
 - f. Picket configuration or wire mesh opening, etc.
6. Aesthetics, privacy, light and air, shall be factors with the surrounding neighborhood.
7. 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.
8. 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 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 (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 de-brushing, or cleanup with the use of motorized equipment requires prior authorization by the ACC (for perc holes) and Forestry for trees.

After written application to the ACC-Forestry 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 Architectural Control Committee.

***** The fine for illegally removed trees will be \$2,500.00 per tree*****

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
 11019 Country Club Drive
 Anderson Island, WA 98303
 Phone: 253-884-4093

DATE: _____

Sec/Lot: _____

NAME: _____

MAILING ADDRESS: _____

Phone: _____

Water User Agreement must be signed by member		Work Order # _____
6045	Water Hookup, materials, installation and final connection	\$787.77
3010	Sales Tax at 7.9%	\$62.23
6046	Water Dept, Future Capital Expenditures	\$2,000.00
TOTAL CONNECTION FEE		\$2,850.00

PROCEDURE TO VACATE RIVIERA COMMUNITY CLUB FOR LOT COMBINATION COVENANT

MEMBER TO FILL OUT RCC LOT COMBINATION COVENANT FORM-----NO FEE

THIS FORM REQUIRES BOARD APPROVAL RETURN TO RCC ONCE SIGNED AND NOTORIZED

SEND TANNER FORM TO TANNER ELECTRIC-----NO FEE

ONCE APPROVED BY RCC AND TANNER SUBMIT TO PIERCE COUNTY-----FEE

(Pierce County has their own form)

THE PURPOSE OF SUBMITTING TO RCC AND TANNER ELECTRIC FIRST IS TO ENSURE THAT LOT COMBINATION WILL NOT INTERFERE WITH WATER OR POWER EASEMENTS, FURTHER COMBINED LOTS WILL BE ASSESSED INDIVIDUAL ANNUAL ASSESMENTS.

LOT COMBINATION COVENANT

Grantor: _____(Owner).

Grantee: Riviera Community Club, Inc, and the public.

Legal description (abbreviated): Lake Josephine Riviera Section No. _____ Lots _____.

Assessor's Tax Parcel ID # _____.

Whereas the undersigned is/are the Owner (s) or vendee (s) ("owner") of the real property in Pierce County, Washington, legally described as

Lots _____, Lake Josephine Riviera No. _____ according to the plat thereof recorded in Pierce County, Washington. ("the property"); and

Whereas the undersigned desires to combine the above lots into a single building site and has requested approval for the same from the Riviera Community Club.

Whereas the Riviera Community Club is willing to grant such approval conditioned upon the terms of this Covenant.

NOW, THEREFORE, in consideration of the granting of said approval, the undersigned hereby agrees as follows:

1. The Owner (s) of the Lots, their successors and assigns, shall pay assessments to the Riviera Community Club for each Lot as originally platted, notwithstanding the Lot combination. In addition, the Owner (s) of improved combined Lots, plus one stand by water fee for each additional Lot in the combination. (e.g. If three (3) Lots are combined into one (1) improved Lot the owner (s) will pay three (3) Riviera Community Club dues, one (1) water user fee, and two (2) stand by water fees). If the Owner (s), their successors and assigns, fail to comply with this Covenant a lien may be placed upon the Lot (s) for non-payment.

2. This Covenant shall be recorded with Pierce County Auditor.

3. The Owner will supply Riviera Community Club business office with a copy of the Declaration of Lot Combination on file with Pierce County.

4. This Covenant shall be a Covenant running with the land and shall be applicable to and enforceable against all subsequent Owners of the Lot (s).

APPROVED, RIVIERA COMMUNITY CLUB:

BY: _____

ITS: _____

DATED this _____ Day of _____, 20____.

Signature of Owner _____ Signature of Owner _____

Print name of Owner _____ Print name of Owner _____

STATE OF WASHINGTON)
COUNTY OF PIERCE)

Notary for owners only

On this _____ day of _____, 20____, before me personally appeared

_____ to me known to be the individual(s) described in
and who executed the within and foregoing instrument and acknowledged that _____ signed the same
as _____
free and voluntary act and deed for the uses and purposed therein mentioned.

GIVEN under my hand and official seal this _____ day of _____, _____.

Print Name: _____

NOTARY PUBLIC in and for the State of Washington,

residing at: _____

My commission expires: _____

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

Sample Landscape Plan

Include the four corners of the lot, any structure and the locations of the trees to be removed and new trees to be planted.



