

**Riviera Community Club**  
**Architectural Control Committee**  
**Permit Application: Site Development**

**MEMBER PACKET**

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## MEMBER COVER FORM

Riviera Community Club  
Architectural Control Committee  
Permit Application: Site Development

MEMBER NAME: \_\_\_\_\_

RIVIERA SECTION / LOT: \_\_\_\_\_

SITE ADDRESS: \_\_\_\_\_

CITY: ANDERSON ISLAND STATE: WASHINGTON ZIP: 98303

MAILING/CONTACT ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_

EMAIL: \_\_\_\_\_ PHONE: \_\_\_\_\_

The following guidelines are intended to be an aid for members as they prepare for site development of their property in the Riviera Community Club. These guidelines reflect minimum architectural standards set forth by RCC Bylaws and Covenants.

The RCC Architectural Control Committee meets on the first (1<sup>st</sup>) and third (3<sup>rd</sup>) Wednesday of each month at 8:30am in the administrative office. For placement on the meeting agenda, all required documents and permit deposit fees must be submitted by **3pm on the Friday** prior to the regularly scheduled meeting.

The ACC review process can take up to thirty (30) days. The completion or submission of this packet does not guarantee approval of the request by the ACC.

For more information, please contact the main RCC office at 253-884-4093, or email [dmorgan@rivieraclub.org](mailto:dmorgan@rivieraclub.org). You may submit your completed ACC permit application by dropping it off at the office in person, emailing it to [dmorgan@riviera.org](mailto:dmorgan@riviera.org), or mailing it to: Riviera Community Club, ATTENTION: ACC Committee, 11016 Country Club Drive, Anderson Island, WA 98303.

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

Riviera Community Club  
Architectural Control Committee  
Permit Application: Site Development

SITE ADDRESS: \_\_\_\_\_

SECTION/LOT: \_\_\_\_\_

*\*If an agent or general contractor is not being used, write "self" as general contractor and complete form.*

GENERAL CONTRACTOR: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

PHONE: \_\_\_\_\_ EMAIL: \_\_\_\_\_

I HAVE READ AND AGREE TO COMPLY WITH ALL RIVIERA COMMUNITY CLUB COVENANTS AND BYLAWS RELATED TO SITE DEVELOPMENT, INCLUDING COMPLIANCE WITH ALL BUILDING REQUIREMENTS SET FORTH BY PIERCE COUNTY. I AS THE MEMBER TAKE FULL RESPONSIBILITY FOR ANY AGENT/CONTRACTOR I HIRE IN CONNECTION WITH 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 to obtain the signature of the agent/contractor. Failure to do so could delay the ACC permit approval process.*

MEMBER SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

CONTRACTOR SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

**PLEASE NOTE:** RCC-ACC permits are to ensure compliance with the Riviera's Bylaws & Covenants and Architectural Requirements; noncompliance at any time during the project may result in forfeiture of the permit deposit fee, a stop work order, fines, and/or legal action. It is the responsibility of the lot owner to ensure compliance with all Pierce County Codes.

## REQUIRED DOCUMENTS FOR APPLICATION OF ACC PERMIT

MEMBER	ACC	
<input type="checkbox"/>	<input type="checkbox"/>	1. Completed Member Cover Form.
<input type="checkbox"/>	<input type="checkbox"/>	2. Completed and Signed Acknowledgement of Site Development Packet & Agent/Contractor Notification Form.
<input type="checkbox"/>	<input type="checkbox"/>	3. Vacation of lot line through the RCC as applicable (building across lot lines).
<input type="checkbox"/>	<input type="checkbox"/>	4. A set of building plans, paper or digital.
<input type="checkbox"/>	<input type="checkbox"/>	5. A copy of septic design plan, paper or digital.
<input type="checkbox"/>	<input type="checkbox"/>	6. Active Pierce County Health Department Permit for Septic.
<input type="checkbox"/>	<input type="checkbox"/>	7. Active Pierce County Building Permit.
<input type="checkbox"/>	<input type="checkbox"/>	8. Active Pierce County Site Development Permit.
<input type="checkbox"/>	<input type="checkbox"/>	9. Additional County permitting as applicable; fire, sprinkler system, propane.
<input type="checkbox"/>	<input type="checkbox"/>	10. Landscape Design Plan including driveways, outbuildings, trees larger than 6" in diameter to be removed, and propane tanks to be screened from view.

## SITE PREPARATION FOR APPLICATION OF PERMIT

MEMBER	ACC	
<input type="checkbox"/>	<input type="checkbox"/>	1. Obtain county verified lot lines and setbacks.
<input type="checkbox"/>	<input type="checkbox"/>	2. Mark all four property corners.
<input type="checkbox"/>	<input type="checkbox"/>	3. Mark all trees larger than 6" in diameter planned for removal.

## ACC ARCHITECTURAL REQUIREMENTS, SECTION 6.05

MEMBER	ACC	
<input type="checkbox"/>	<input type="checkbox"/>	1. HEIGHT OF BUILDING: Maximum 26 ft. Measured from the highest point of the roof down to the top of the foundation (mudsill). No dwelling shall have more than two floors of living space above grade.
<input type="checkbox"/>	<input type="checkbox"/>	2. SQUARE FOOTAGE: Minimum of 1000 square-feet of enclosed living area with at least 800 square-feet on the main floor.
<input type="checkbox"/>	<input type="checkbox"/>	3. ROOF PITCH: The roof of the dwelling must have at minimum a pitch of 4/12 (rise over run) with eaves that are at least 12-inches.
<input type="checkbox"/>	<input type="checkbox"/>	4. FRONT ENTRANCE: The front entrance of the dwelling must face the street except for lake front lots and cul-de-sacs with finger parks. The entry must have a roof overhang with a minimum width of 4-feet, and a depth of 2-feet.
<input type="checkbox"/>	<input type="checkbox"/>	5. FOUNDATION: The dwelling must be permanently anchored to a Pierce County approved concrete or masonry foundation. No foundation shall be higher than that required for architectural or engineering purposes.
<input type="checkbox"/>	<input type="checkbox"/>	6. FENCES: All fences shall comply with Pierce County regulation.
<input type="checkbox"/>	<input type="checkbox"/>	7. OUTBUILDINGS: Must compliment the residence in design and color.

## ACC PERMIT FEES

The following permit deposit fees are to be paid to Riviera Community Club prior to submission of a request for An ACC permit. Payment may be made over the phone with a card, by mailing or dropping off a check, or in person with cash during office hours. Permits are valid from the date of issue through the applicable permit period. All deposit fees are fully refunded upon the ACC giving final approval to the permitted project prior to the expiration of the permit.

**PLEASE NOTE:** RCC-ACC site development permits are to ensure compliance with the Riviera’s Covenants and Architectural Requirements; noncompliance may result in forfeiture of the permit deposit fee, a stop work order, fines, and/or legal action. It is the responsibility of the lot owner

TYPE OF PERMIT	ACTIVITY	REFUNDABLE PERMIT FEE	LENGTH OF PERMIT
ACC Permit	Site Exploration and Septic Design – PERC Test Holes	\$500	6 MONTHS
ACC Permit	Site Development – Stick Built & Manufactured	\$1,500	1 YEAR
ACC Permit	Garage or Carport (Pierce County permit may be required)	\$600	6 MONTHS
ACC Permit	Deck, Patio, Gazebo, Fences, Driveways	N/A	6 MONTHS
(NO DEPOSIT REQUIRED)	Sheds and Outbuildings *Pierce County permit required if 200 sq ft +	N/A	6 MONTHS
	House Painting and Roof Replacement	N/A	6 MONTHS
Forestry & Nature Permit	Tree Removal	\$200	90 DAYS
Forestry & Nature Permit	Emergency Tree Removal	\$200	30 DAYS

to ensure compliance with all Pierce County Codes.

## ACC PERMIT EXTENSIONS AND FINAL APPROVAL

Members with active ACC permits may be granted a one-time, six-month extension to the length of the permit. Requests must be made in person, by phone, or in writing prior to expiration and mailed to the RCC administrative building at 11016 Country Club Dr. Anderson Island, WA 98303, or by email to [dmorgan@rivieraclub.org](mailto:dmorgan@rivieraclub.org).

Members seeking final approval of their ACC permit must make their requests in person, by phone, or in writing. A certificate of occupancy from Pierce County is required to receive final approval for an ACC permit for site development.

# WATER USER AGREEMENT

## Riviera Community Club & Lake Josephine Riviera Water Department

The undersigned, as owner of Lot \_\_\_\_\_, Lake Josephine Riviera Section 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: \_\_\_\_\_

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

Section / Lot: \_\_\_\_\_

Connection fee: \$ \_\_\_\_\_ Payment received date: \_\_\_\_\_

By: \_\_\_\_\_

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

## WATER CONNECTION INVOICE

Riviera Community Club & Lake Josephine Riviera Water Department

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

Date: \_\_\_\_\_

Sec/Lot: \_\_\_\_\_

Name: \_\_\_\_\_

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

Mailing Address:

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

**Water User Agreement must be signed by member**      **Work Order # \_\_\_\_\_**

<b>6045</b> Water Hookup, materials, installation and final connection	\$787.77
<b>6046</b> Water Dept, Future Capital Expenditures	\$2,000.00
<b>3010</b> Sales Tax at 7.9%	\$62.23

**TOTAL CONNECTION FEE**      **\$2,850.00**

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