



Riviera Community Club  
Architectural Control Committee: PROJECT  
MEMBER COVER FORM

MEMBER NAME: \_\_\_\_\_ SECTION / LOT # \_\_\_\_\_

SITE ADDRESS: \_\_\_\_\_ (AI WA 98303)

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

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

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

TYPE OF PROJECT

☐ **SHED:** Size \_\_\_\_\_ Siding Material \_\_\_\_\_  
Color \_\_\_\_\_ Roof Material \_\_\_\_\_

☐ **FENCE:** Type: \_\_\_\_\_ (hog wire, chain link, etc.)

☐ **DECK:** Size \_\_\_\_\_ Material \_\_\_\_\_ Color \_\_\_\_\_

☐ **PAINT:** Color(s) \_\_\_\_\_

☐ **GARAGE/SHOP:** Size \_\_\_\_\_ Siding Material \_\_\_\_\_  
Color \_\_\_\_\_ Roof Material/Color \_\_\_\_\_

☐ **CARPORT:** Size \_\_\_\_\_ Siding Material \_\_\_\_\_  
Color \_\_\_\_\_ Roof Material \_\_\_\_\_

☐ **CEMENT PATIO/DRIVEWAY:** Size \_\_\_\_\_ Material(s) \_\_\_\_\_  
(concrete/gravel, etc.)

☐ **MISC STRUCTURE:** Explain: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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 (1<sup>st</sup>) and third (3<sup>rd</sup>) Wednesdays of each month at 8:30 a.m.

All plans and site fees must be submitted the Thursday prior to the regularly scheduled meeting for placement on the meeting agenda.



Riviera Community Club  
Architectural Control Committee: PROJECT  
NOTIFICATION OF AGENT/CONTRACTOR FORM

☐ NO CONTRACTOR  
MEMBER SIGNATURE: \_\_\_\_\_ DATE \_\_\_\_\_

(If applicable) 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 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 (1<sup>st</sup>) and third (3<sup>rd</sup>) Wednesdays of each month at 8:30 a.m.

**All applications, plans and project fees, if applicable, must be submitted on the Thursday 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:

ATTENTION: ACC Committee  
Tanner Siridakas, 11016 Country Club Drive, Anderson Island, WA 98303  
or by email to: [tanner@rivieraclub.org](mailto:tanner@rivieraclub.org).



## PERMIT FEES ARE AS FOLLOWS:

The permit fee for the activity below is paid to the Riviera Community Club. Permits are valid from the 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 refunded\***

TYPE OF PERMIT ACTIVITY (new or alteration)		REFUNDABLE PERMIT FEE	LENGTH OF PERMIT
ACC-Perc Hole Permit	Perc Hole (dig & fill) and Septic Design Planning	N/A	6 MONTHS
ACC-Site Development Plan	Permanent Dwelling - stick built or manufactured	\$1,500	1 YEAR
ACC-Outbuilding	Garage or Carport (Pierce County permit may be required)	\$600	6 MONTHS
ACC PROJECTS	Deck, Patio, or Sunroom	N/A	6 MONTHS
(All OTHER Authorized Activity)	Shed (Pierce County permit required if over 200 sq ft)	N/A	6 MONTHS
NO DEPOSIT REQUIRED	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

*\*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*

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

### 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:
  - Abide by any applicable Pierce County regulations and setbacks.

### FENCES AND WALLS

- All fences and walls must conform with Pierce County Building Codes.

☐ DEPOSIT FEE NOT APPLICABLE

DEPOSIT FEE \$ \_\_\_\_\_ PAID DATE \_\_\_\_\_ REC'D BY \_\_\_\_\_

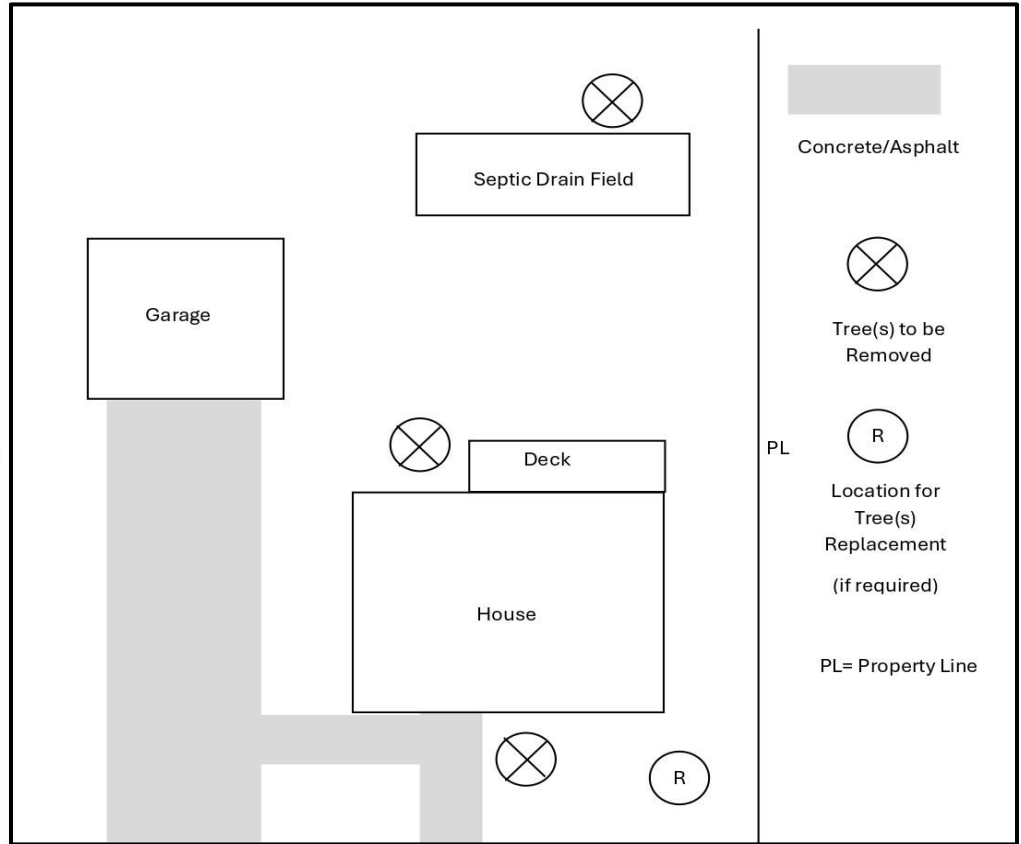
DEPOSIT FEE  
REFUNDED \$ \_\_\_\_\_ REFUND DATE \_\_\_\_\_ CHECK# \_\_\_\_\_

\*Please provide a sketch/diagram of your project with existing structures in the provided box below.

**SAMPLE**  
**DIAGRAM**



PL



**YOUR PROJECT**  
**DIAGRAM**

