

Process For Site Improvement and Request Form

1. Please fill out the entire form in **INK** , (including the drawings as pencil will not photocopy). If assistance is needed please contact the Architectural Committee.
 2. Return your completed form to the Riverside RV Park office for acknowledgment of receipt, and to receive a copy of your application. The original will be kept in your file at the office. Forms submitted to the office will be processed monthly.
 3. The Architectural Committee and the Site Improvement Rules and Regulations Support Committee, will each review your application to determine that your request is in compliance with current Bylaws and Rules and Regulations.
 4. If your application is not in compliance, the Architectural Committee will contact you (in person or by e-mail), and lend support for adjustments to be made.
 5. If your application is in compliance, the chairperson from the Site Improvement Rules and Regulations Committee will sign your request form. The Liaison to the committee will take your request to the Board for approval.
 6. The Architectural Committee will authorize you to proceed and monitor the progress of your build. You will have one (1) year to complete the build from the date of Board approval. (Please note if the build is not done within the 1 year, you must resubmit your application to the Site Improvement Rules and Regulations Committee for the Board to apply any new applicable Bylaws or Rules and Regulations).
 7. At the completion of your build, please inform the office. The Site Improvement Liaison and the Architecture Liaison from the Board, will perform an “as Built Confirmed” inspection.
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RIVERSIDE RV PARK SOCIETY

RV / SITE WORK APPROVAL REQUEST FORM*

***See Bylaw Section 1.1(w) and Rules & Regulations Sections #1, #3**

DESCRIPTION	Y/N	COMMENTS
Site (attach location plan)		
LEVELING (Show Cut/ Fill/ Profile including Road		
Height above/below road		
Finish Material		
RETAINING WALL		
Height & Materials		
TREES / SHRUBS (Added or Removed)		
Type & Mature Height		
FENCES/ HEDGES		
Type / Materials		
Height		
RV PLACEMENT / VEHICLE PARKING PLAN		
RV PAD & MATERIAL		
Driveway Material		
PATIO		
Materials		
OTHER FEATURES		
Description		
RV / PARK MODEL (circle type, Location Plan attached)		
See: Section 4 of the Rules and Regulations		
Type (5th Wheel, Trailer, Park Model etc.)		
Make & Model & Year		
Dimensions		
#Slide-Outs + (Width of RV with Slides Out)		
Colour		
Floor height above ground		
Side and roof materials		
Width of Gable or Eave overhang		
Skirting (Materials & Colour)		
Insurance declaration		

DECK / SCREENED DECK / SUN ROOM / SHED / GAZEBO		
(Circle type & attach location plan)		
DECK		
Dimension & square feet		
Floor height from ground / the lesser amount of lowest floor of RV or 0.8m/32" from grade		
Deck railing height & materials / min 42"		
SCREENED DECK		
Dimension & square feet		
Floor height from ground		
Wall materials and colour		
Width of Gable or Eave overhand		
Roof type & material		
SUN ROOM ADDITION		
Wall materials and colour		
Total wall area square feet		
Opening area square feet		
Type of opening (glass, screen, etc.) min 20%		
Roof type & material		
Width of Gable or Eave overhang		
GAZEBO		
Dimensions & square feet		
Gazebo Roof Height from ground / max 10'		
Roof type & material		
SHED		
Dimensions & square feet max / 150 square ft		
Shed Roof Height from ground / max 10'		
Width of Gable or Eave overhang		
Wall materials and colour / max 8'		
Roof type & material		
ELECTRICAL / WATER / SEWER (circle type & indicate each location on plan)		
Sewer		
Water		
Electrical		
One "approved" 50 amp Pedestal that is "Cord Connected Service"		
allowed per Lot		

All Units connected to the Park Infrastructure MUST have CSA approval (provide proof of appropriate documentation and / or a picture of the CSA Label with application. To be verified upon unit's arrival at the Park.		
Electrical modifications / installations		
beyond Park infrastructure MUST be by a Certified Electrical Contractor.		
All Permits required for installation / modifications must be provided to Park Society's unit Log Book		
Activation Date		
Fortis Reference #		
Electrical Permit #		
Electrical Contractor Name		
Signature		
FSR Signature		
Site # & Email Address		
Owner Name:		
Phone:		
Commencement Date:		
Completion Date:		
Date Submitted:		

Homeowner's Responsibilities (circle appropriate response)

I / We have read all Bylaws, Rules and Regulation Sections applicable for the Approval of a Request for RV / Site Work Additions or Alterations.

I / We totally understand that no part of an RV, Park Model, Shed, Gazebo, Sun Room or Deck may encroach in the 1 Metre no Build zone with-in our Lot property lines.

I / We have/have not located the property pins and have met with the Riverside RV Park Resort Architectural Committee and agree to the accuracy of the Lot boundaries.

Acknowledged by Owner x

APPLICATIONS THAT PROCEED WITH CONSTRUCTION PRIOR TO BOARD APPROVAL, MAY RESULT IN A STOP WORK ORDER.

OFFICE USE ONLY

Office Receipt of Application By: _____ Date: _____

C/C to Member, office file, digital copy made & forward to Bylaw & Architecture, original in file

Bylaw Review:

Approved _____ Date: _____

Rejected _____ Date: _____

Rejected as per the following Bylaws and/or Rules and Regulations or Approved subject to

Board Approval for Commencement (Majority Vote Required) Date: _____ Vote: /

Signature _____ Date _____

"As-built Confirmed" - Board Representative _____ Date _____

"As-built Confirmed" - Bylaw Committee Representative _____ Date _____

APPLICATIONS THAT PROCEED WITH CONSTRUCTION PRIOR TO BOARD APPROVAL, MAY RESULT IN A STOP WORK ORDER.

1 metre

No Build Zone: This includes no RV Slide-outs, no Eave or Gable Overhangs

1 metre



1 metre

1 metre

1 metre

NO BUILD ZONE

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