

Riviera West Country Club Architectural Control and Planning

8475 Harbor View Drive • Kelseyville, CA • 95451 • 707-279-8544 • rivierawesthoa.com

Frequently Asked Questions

Thank you for helping to keep our community safe and attractive by following the Riviera West Architectural Guidelines to Building. The three-member Architectural Control and Planning Committee (ACP) monitors compliance with the Guidelines. ACP approval is needed if you are building or modifying a house, garage or addition, or if you are installing or changing a deck, porch, patio, pool, spa, fence, gate, retaining wall, driveway or accessory building. Exterior painting, roofing, grading, tree removal, fuel tank installation and solar panels also require approval.

Your project must conform to the Riviera West Country Club Architectural Guidelines to Building and other CC&R specifications. If it is new construction requiring payment of a fee and/or deposit, that is also needed before you start your project.

ACP members are volunteers and Riviera West property owners like yourself. Our goal is to help Riviera West members understand and follow the guidelines that make this a safe and pleasant place to live.

Where can I find the Architectural Guidelines to Building?

The Riviera West Covenants, Conditions and Restrictions (CC&Rs) contains detailed ACP information. You can find this information at the Riviera West website at www.rivierawesthoa.com. The office staff can also provide you with a printed copy of the Architectural Guidelines to Building and other Governing Documents.

Which application form should I use and how do I obtain one?

For most projects, use the Riviera West ACP Request for Project Approval form. If you are requesting a variance, use the Riviera West ACP Request for Variance Approval. If you plan to put paint or siding on the outside of your house or are installing roofing materials, use the Riviera West ACP Exterior Finishes Application; it has space for you to provide color chips and/or material samples. You can pick up ACP application forms at the Riviera West office or download them from the website.

What steps should I take before going to the County for a building or grading permit?

For construction or remodel of a house, garage or addition, submit the following to the office:

- Completed Riviera West ACP Request for Project Approval
- Two complete sets of plans
- Samples of exterior finishes (paint, trim, roofing materials)
- Plan review fee (\$500 for a house, \$250 for a garage or addition)
- Performance deposit (\$10,000 for a house, \$2,000 for a garage or addition)

For other work on your property (such as retaining walls or driveways), submit the following:

- Completed Riviera West ACP Request for Project Approval
- Two sets of drawings/diagrams showing work to be done
- Plot plan (birds-eye view) of your property showing lot lines and location of specific work to be done
- Elevation drawing of the work to be done (as if you are standing looking at the work)
- Photos of trees or shrubs to be removed
- Samples of paint, trim, roofing or fencing materials
- Vendor/supplier specifications if applicable

Do I need ACP approval for a solar installation?

Yes; you should complete a standard ACP Application for Review. Ask your solar contractor to provide the office with a complete set of plans showing placement and number of solar panels for your property. The ACP will contact you with the approval decision, and you are responsible for informing your solar contractor.

Do I need ACP approval to remove trees and shrubs?

Yes, removing trees requires ACP approval if the trees are at least 6" in diameter at chest height. For removal of dead or dying vegetation, contact the Riviera West Fire Safe Committee for further information.

What does the ACP do after I submit my Request for Project Approval?

ACP committee members will visit your property to verify that your plans conform to the Guidelines to Building and other CC&R specifications. ACP members may contact you to discuss your project and are always available to answer any questions you have. The ACP will compare your project to the guidelines and either approve or disapprove the project. For major projects, ACP members will stop by periodically during the construction process to confirm that all is in order. A copy of your plans and drawings will be kept at the Riviera West office; additional sets of plans will be returned to you.

How long does the review process take?

The CC&Rs allow the ACP 30 days to perform a review. The review often takes less time, depending on the complexity of the project, weather and other factors. If you are pressed for time, let the ACP know and they will do their best to expedite the review.

What if the ACP disapproves my project?

You can begin by working with the ACP to modify your plans. Sometimes only minor modifications are needed. Or you may appeal the decision by filing a Riviera West ACP Request for Variance Approval. You will also need to provide a non-refundable \$500 processing fee for variance review.

What comes first, ACP approval or County building permit?

ACP approval is needed first. The County building department requires our approval stamp before they consider issuing a building permit.

What is the purpose of a performance deposit?

If a property owner or developer abandons a project or for other reasons leaves the property in a dangerous or degraded condition, performance deposit funds are used to clean up the property and make it safe. If your project is completed within the required timetable and all construction debris is removed from the site, your deposit will be returned to you in full. Read more about proper site clean-up and performance deposit in your CC&R documents.

What are plan review fees used for?

These non-refundable fees offset the Riviera West office staff and facilities time in processing the project review, including documentation, archiving, staff time, etc. The hours spent on your project by the ACP is not charged, as the committee members are volunteers.

When do I pay the performance deposit and plan review fees?

The fee and deposit are paid when you submit your plans for review. The ACP will not release signed and approved copies of your plans until fees and deposits are received.