

Discovery Bay Resort ALRC Design Form Permit # _____

INSTRUCTIONS:

1. Read the CC&R's, ALRC Design Guidelines and Park Rules before planning changes or additions.
2. Submit each request on a separate form. **Circle** the item you are requesting and describe work in the section provided below.
3. Draw a detailed diagram of your lot(s) showing the proposed work on separate sheet provided.
4. **Measurements for lot lines must be provided or the form will be returned to you.**
5. **Sign and date.**
6. Any **additional work** or **modifications** will require a new ALRC form.
7. Put your completed request in the mail slot designated for **"Filled Out ALRC Forms and Returned Permits"**
8. **Unless otherwise noted, project must be completed within 90 days.**

Leaseholder name(s) (Please print)

Lot # Phone # Email address

Contact person (*If other than leaseholder*) Lot # Phone # Email address

*Note: Circle one item only. Item with * may require additional time to process with Facility Manager signature*

Circle WORK ITEM	Description of work and any information you want ALRC to consider
*Electrical	
*Propane	
*Plumbing	
*Planting/Landscape	
Accessory Room	
Awning	
Concrete	
Deck/Porch	
Fencing	
Gravel	
Landscape rocks/pavers	
Outside Lighting	
Park Model/Park Trailer (add'l form required)	
Storage Bins	
Storage Shed	
Steps/Ramp	
Other	

I/We take responsibility to comply with all local, state & Federal building codes. (ALRC Design Guidelines 1.1B)

Leaseholder Signature (s)

date

Refer to Lot Drawing Sample (available with forms):

Note: STREET View of YOUR lot at bottom:

STREET VIEW

Leaseholder Signature _____ **Date:** _____

FOR ALRC USE ONLY:

Facilities Manager Signature/Date: (item *-electrical, plumbing, propane, landscaping for wetland plants requiring review of blueprint and or close measurements review)

☐ FM Approval ☐ FM Recommendation _____

Facility Manager signature

Date

Completed Project Inspection:

☐ completed per design ☐ not completed per design/recommendations

Facility Manager signature

Date

☐ ALRC has approved. ☐ ALRC approved with recommendation

☐ ALRC is unable to approve this request for the following reason(s).

☐ 90-day Review date _____

ALRC Signature and date

ALRC Signature and date

Project completion inspection:

☐ Work was completed as requested ☐ Work was completed with design changes.

☐ Work was not completed per design, further ALRC committee review required. May result in recommended board action.

ALRC Signature and date

ALRC Signature and date

Park Model, Park Trailer and RV Information

Lot # _____ Leaseholder _____ Date _____

DESCRIPTION

Make, Model and Year _____

Exterior Height _____

Exterior Length _____

Exterior Width _____

Color(s) _____

Is it certified by the State of WA as an RV? (399 sq. feet or less)

Yes No (circle one)

Are there any bay windows, slides or other extensions?

Yes No (circle one)

Area underneath will be Gravel or Cement Slab (circle one)

Propane Tank will be: Vertical or Horizontal (circle one)

Provide picture and/or floor plan if available

OTHER INFORMATION YOU NEED TO KNOW

Number of feet off ground (maximum of 2 feet once in park)

If you have 2 or more electrical extension cords, the connections must be taped

Placement of electrical post and sewer cleanout may affect placement of park model

Garbage disposals are not allowed in the park due to septic system. (ALRC Guidelines)

General Requirements

- **Must have RVIA certification**
- **Size Limits < 400 Sq ft**
 - Length max 40 ft
 - Width max 12 ft
 - Installed Height max 15 ft 8 in
- Color limitations
- Note that many DBR lots have features that may not meet the current ALRC Guidelines. This is because the requirements have changed over the years and these features were “grandmothered” in.
- Must maintain homeowners’ insurance

Lot Size Restrictions

- Note that DBR lots are not a consistent size. Placement of a full-size park model may not be possible on every DBR lot.
- Structure placement requirements
 - 3 feet from road and back boundaries

- 5 feet from adjoining lot boundaries
- 3 feet from center of utility pedestal
- 10 feet from any other existing or proposed structure on the lot
- Decks or porches must be 2 feet from back and adjoining lot boundaries and 3 feet from road boundaries and the center of the utility pedestal
- Some lots have other restrictions such as easements for park water shut-off valves or sewer cleanouts
- You must reserve parking space within your lot for any vehicle you plan to park

• **Skirting is required**

Propane Tank

- **Placement shall follow ALL ALRC guidelines (all measurements have to be included)**
- Placement of a **propane tank requires a Jefferson County permit**
- The center of the tank fill valve must be at least 10 feet from the center of the utility pedestal or any other source of ignition.
- The tank fill valve must be 5 feet from any window
- Solid skirting is required within 5 feet of tank fill valve

Other considerations

- Lot preparation and park model installation
- Having an optional concrete pad installed will cost a couple thousand dollars
- Most Park model suppliers will only deliver to the front gate. Final placement on your lot and connection of utilities will cost an additional couple thousand dollars
- Electric heat tape and insulation is required for water supply lines unless they are disconnected from Oct 31st through March 31st
- Delivery time for a new park model runs 3-12 months
- Choose a reputable builder. Companies have gone bankrupt before delivery and prepayments/deposits have been forfeited

Lot Line

Easement/Setback

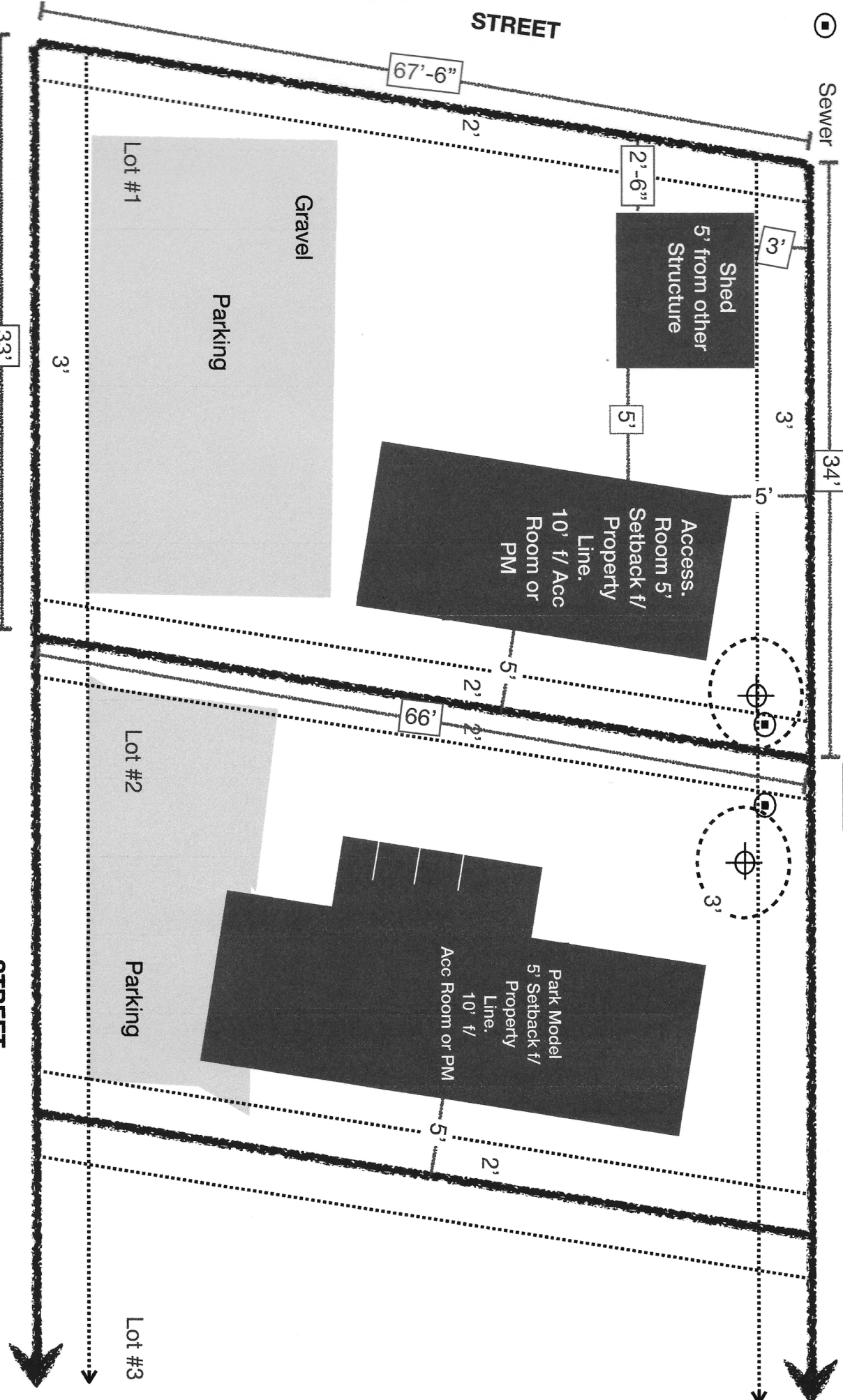
35' Lot Measurement

Elec Pedestal

Sewer

DBR Sample Lot Drawing

BERM



Measurements in RED must be filled in by you - Maintain at least 10' between structures, except sheds 5'

Note all distances from lot lines and setbacks for structures