

DBR LARC Design Form

LARC Permit # _____ Date Approved: _____

Member Name(s):	Site #
Email Address:	Phone Number:
Designee (who in your absence will be available to work with LARC on your behalf) (if applicable):	Phone Number:
Start date for your project:	
Name of contractor/company if applicable:	

1. Before planning changes or additions to your Site, read the DBR CC&R's, LARC Design Standards and Park Rules (all are available on our website at website@discoverybayresort.org). All Site alterations are subject to LARC review and shall conform to provisions of the CC&R's, including the use restrictions in Article 6.
2. **OBTAIN A LARC PERMIT PRIOR TO ORDERING ANY MATERIALS, PURCHASING AN RV, OR STARTING WORK.**
3. It is your responsibility to comply with all local, state and federal building codes.
4. Out of courtesy, discuss the planned changes to your Site with your closest neighbors.
5. Draw a detailed diagram of your Site(s) showing the proposed work, measurements, Site boundaries and existing structures on page 3.
6. Complete the supplemental form if you will be placing a park model, RV, tiny home or trailer on your Site. It must accompany this form.
7. Sign and date this form and put your completed request in the LARC mailbox in the office.
8. LARC Requests submitted by 1pm on Wednesday will be reviewed at the next LARC meeting.

You or a designee must be present at the LARC meeting when your request will be reviewed. Per our CC&R's, you will be notified by LARC within 30 days of the receipt of your request if your request is approved or if revisions are needed.

I understand that no Site changes, development, or RV Park Model/Tiny Home placement may take place prior to LARC approval. Unless otherwise noted, my project must be completed within three months.

Member(s) signature(s) _____ Date _____

Member Name _____ Site # _____

Check all items that will be affected by the changes that you are proposing for your Site.
Items with an may require the approval of the Facilities Manager and need additional time to process.*

☐ Park Model/ Trailer/Tiny Homes - fill out LARC Supplemental Design Form.

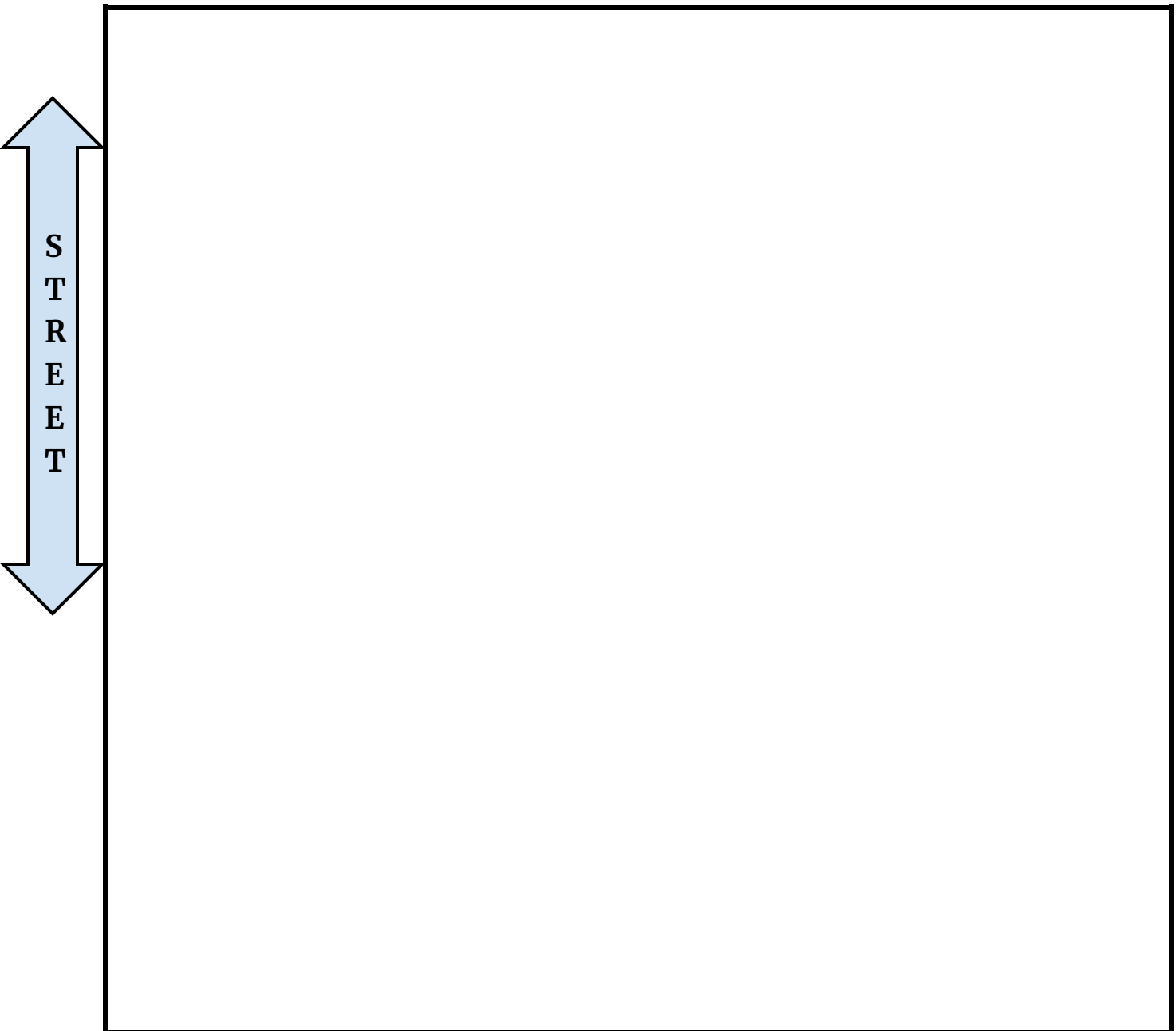
PROJECT ITEM(S)	CHECK ITEM	WRITE A SHORT DESCRIPTION OF PROPOSED WORK AND ANY INFO YOU WANT LARC TO CONSIDER
Accessory Room*		
Awning/Canopy/Pergola		
Deck with Railing*		
Electrical		
Fencing – Gate		
Generator – Solar*		
Grass*		
Gravel*		
Greenhouse*		
Gutters		
Heat Pump		
Hot Tub*		
Outdoor Landscape		
Outside lighting		
Paint		
Outside plumbing*		
Porch – Landing*		
Propane tank (requires Jeff Co Permit)		
Propane tank enclosure		
Roof replacement		
Storage bin		
Storage shed*		
Skirting		
Solar Power		
Steps / Ramp		
Tree Removal*		
Washer / Dryer*		
Other:		

Member Name _____ Site # _____ Date: _____

Draw a detailed diagram of your Site showing the requested modifications/additions. Include measurements from the front to the rear of the property lines, utility posts and easements, along with the measurements and placement of the requested changes and/or additions.

Refer to LARC Standards for guidelines (available on the website - discoverybayresort.org). for your project. Appendix B has a quick reference guide to dimensional requirements and a DBR Sample Site Drawing. Attach additional informational pages if necessary.

(Please take all dimensions based on utilities and easements / setbacks on your lot)



For LARC Use Only:

Member Name: _____ Site# _____ LARC Permit# _____

☐ Facilities Manager Recommendations:

Facilities Manager Signature: _____ Date: _____

☐ LARC Approval

LARC Member signature:

Date:

LARC comments / conditions:

☐ LARC cannot approve this request.

Completed Project Inspection

☐ Work was completed as requested

☐ Work was completed with the following design changes:

LARC Inspectors' Signature _____ Date _____

LARC Inspectors' Signature _____ Date _____