

**COWLITZ TIMBER TRAILS ASSOCIATION
LOT/SITE DEVELOPMENT APPLICATION**

Name _____ Lot/Site/Block _____ Date _____
 Email Address _____ Phone Number _____

TYPE OF IMPROVEMENTS

___RV COVER ___SUNROOM ___STORAGE SHED ___GAZEBO ___DECK ___PATIO ___TENT DECK___STEPS
 ___WALKWAY ___RETAINING/CRIBBING WALL ___FENCE ___ADA RAMP ___PORCH___ FIRE PIT/FIREPLACE
 ___OTHER_____

BUILDER(S) SELF ___ CONTRACTOR___

NOTE: CONTRACTORS MUST BE LICENSED AND INSURED. SEE THE CAMPGROUND RECREATIONAL AND BUILDING HANDBOOK FOR SPECIFIC CONTRACTOR DOCUMENTATION REQUIREMENTS, WHICH MUST BE ON FILE IN THE CTTA OFFICE PRIOR TO ISSUANCE OF THE ORANGE CARD.

CONTRACTOR NAME _____
ADDRESS _____
PHONE _____

As a member of CTTA in good standing, I make application to improve my lot/site. I have read the current edition of the CTTA Campground Recreational and Building Handbook and agree to make the approved improvements in strict conformance with published CTTA policies and guidelines, and with the requirements of Lewis County and the State of WA. I am aware that CTTA and Lewis County will conduct various inspections of my project where applicable (see CTTA Inspection Checklist) to ensure conformance with approved plans, applicable rules and codes. I further agree that if the project does not conform to the above items, a Cease and Desist order will be posted, and I will assume all financial responsibility for bringing the project back into conformance. I also understand that Lewis County inspections approving the work do not relieve me of the responsibility for meeting CTTA requirements. I understand that I am responsible for any and all damage to CTTA or other lots/sites caused by the contractor.

MEMBERS SIGNATURE _____ DATE _____

*****OFFICE USE ONLY*****	*****COMPLIANCE USE ONLY*****
DATE RECEIVED _____ EMPLOYEE () IS APPLICATION COMPLETE/LIST OF MATERIALS ATTACHED? Y / N	APPROVED <input type="checkbox"/> COMPLIANCE SIGNATURE/DATE DISAPPROVED <input type="checkbox"/>
CTTA PERMIT ISSUE DATE _____ EMPLOYEE ()	LEWIS COUNT PERMIT REQUIRED YES / NO
CTTA PERMIT RETURN DATE _____ EMPLOYEE ()	WITHIN 150' HWM YES / NO If yes, FPP Required
FINAL INSPECTION APPROVED <input type="checkbox"/> DISAPPROVED <input type="checkbox"/>	LC FLOOD PLAIN PERMIT REQUIRED YES / NO
FINAL INSPECTION COMPLIANCE SIGNATURE/DATE	
NOTES	

LOT/SITE PLAT MAP

COWLITZ TIMBER TRAILS ASSOCIATION

LOT DIMINSIONS IN FEET

RIGHT: _____ FRONT: _____

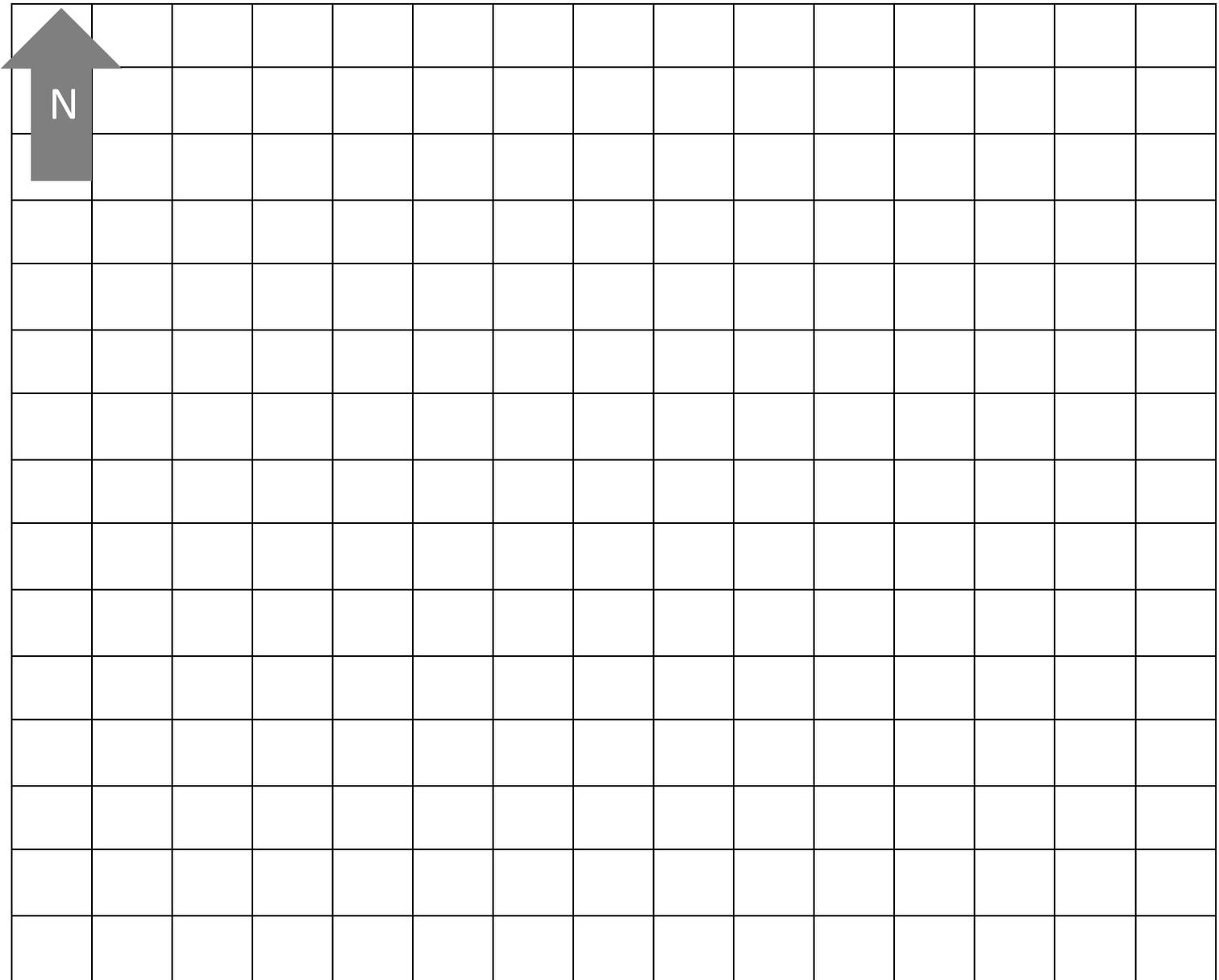
LEFT: _____ BACK: _____

LOT/SITE LOCATION

LOT/SITE#: _____

BLOCK #: _____

GRID SIZE: 10 FEET



LOT/SITE DEVELOPMENT – MEMBER CHECKLIST

**COMPLETION OF THE FOLLOWING IS REQUIRED TO PROCESS YOUR BUILDING PERMIT APPLICATION FORM.
IF IT IS NOT COMPLETED, THE FORM WILL BE RETURNED TO YOU.**

- ___ INCLUDE DRAWING OF PROPOSED DEVELOPMENT AND STRUCTURES ON PLAT MAP SHOWING DISTANCES AND RELATIONSHIP TO YOUR LOT/SITE AREA AND ANY EXISTING STRUCTURES. USE THE PLAT MAP PROVIDED.
- ___ STRUCTURAL PLANS SHOWING FRONT, BACK, LEFT AND RIGHT SIDES AND TOP OF PROPOSED STRUCTURES AND A MATERIAL LIST. IF USING A GENERIC PRE-APPROVED PLAN(S), INCLUDE A COPY WITH YOUR SUBMITTAL.

Project Item: _____

<u>Total Square Footage:</u>		<u>Height:</u>	
<u>Width:</u>		<u>Length:</u>	
<u>Material Used:</u>		<u>Color:</u>	
<u>Distance from Roadway:</u>		<u>Will electrical service be installed in structure?</u>	

Project Item: _____

<u>Total Square Footage:</u>		<u>Height:</u>	
<u>Width:</u>		<u>Length:</u>	
<u>Material Used:</u>		<u>Color:</u>	
<u>Distance from Roadway:</u>		<u>Will electrical service be installed in structure?</u>	

Project Item: _____

<u>Total Square Footage:</u>		<u>Height:</u>	
<u>Width:</u>		<u>Length:</u>	
<u>Material Used:</u>		<u>Color:</u>	
<u>Distance from Roadway:</u>		<u>Will electrical service be installed in structure?</u>	

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LOT/SITE DEVELOPMENT PERMITTING INFO SHEET

Refer to the current edition of the Campgrounds Recreational and Building Handbook (CRBH) for detailed and specific requirements to be accomplished when undertaking development activities on your membership lot/site. The following checklist is provided as an abbreviated version for your use in accomplishing the items required in the proper order.

Members must accomplish the following to build structures on their lot/site:

1. Obtain a Lot/Site Development application (Green Form) and a Lot/Site Plat map from the Business Office.
2. Complete the application and plot map and submit them to the Business Office with the following:
 - a. A drawing of the proposed development project Drawings must include elevations and structural details sufficient for CTTA review to ensure CRBH compliance, code compliance, and to determine if a Lewis County permit is needed.
3. If a project requires a Lewis County building permit, CTTA will provide you with the documents to submit to Lewis County for their review after Compliance has completed their initial review and approval of the project. You will be given a Letter of Authorization, Assessors Map of the CTTA property showing your lot and block, the CTTA Building Permit Application form you submitted, and a permission to enter letter. You must contact the CTTA business office first, prior to contacting the Lewis County Building Department. For building permit purposes, CTTA is listed as the owner. The Lewis County Department of Community Development is located at **2025 NE Kresky Ave., Chehalis, WA 98532 (360) 740-1146**. At the county, you will turn-in the CTTA approved packet, authorization letter, Building Permit Application, Assessors Map, and the Permission to Enter Letter. Depending on the scope of the project, additional documentation may be required by the County for their permitting purposes.

If a structure (no matter the square footage) is within the shoreline 150' HWM, A Lewis County Master Site Review and Flood Plain Permit are required. This documentation will be provided to you for submittal to Lewis County. Your building project cannot begin until the MSR and Flood Plain Permit are approved by Lewis County.

4. After the permit is issued from Lewis County, return it to the CTTA Business Office so copies can be made. You will be given a Yellow Inspection Record by the county to display at the lot/site during construction and until all final inspections are complete. After completion of your project, YOU MUST CONTACT THE COUNTY AT THE TELEPHONE NUMBER NOTED ON THE YELLOW INSPECTION RECORD TO ARRANGE FINAL INSPECTION. FAILURE TO DO THIS COULD RESULT IN ADDED PERMITTING COSTS THROUGH LEWIS COUNTY. Coordination for required CTTA and Lewis County inspections is the responsibility of the member. Once the County has passed your inspection, bring the final Lewis County Inspection Record to the CTTA Business Office so there is a copy in the membership file.
5. If your project does not require a Lewis County permit and is approved by CTTA, a copy of your approved plans will be returned to you. You will be given an Orange Card to display at the lot/site during construction and until all final inspections are complete. Collection of the CTTA building permit fee is due upon issuing the Orange Card. Coordination for required CTTA inspections is the responsibility of the member.

When in doubt read your Campground Recreational Building Handbook (CRBH)