

COWLITZ TIMBER TRAILS ASSOCIATION

LOT/SITE DEVELOPMENT APPLICATION

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

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 applications 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 ()	APPROVED ☐ COMPLIANCE SIGNATURE/DATE
IS APPLICATION COMPLETE/LIST OF MATERIALS ATTACHED? Y/ N	DISAPPROVED ☐
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 ☐ DISAPPROVED ☐	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: _____

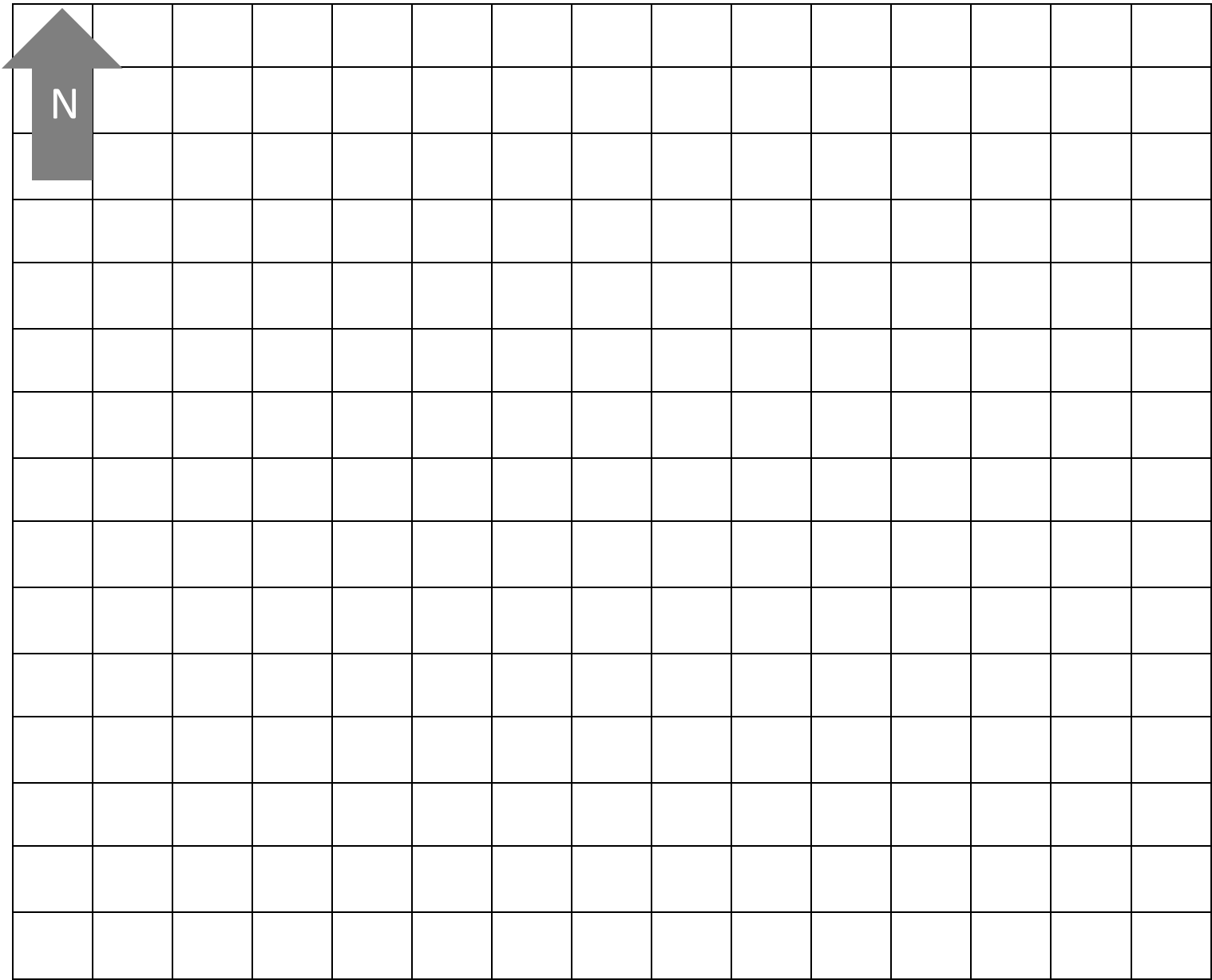
LEFT: _____ BACK: _____

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: _____

Monetary Value of Project: _____

<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>NO Electrical service allowed in any outbuildings.</u>	<u>Initial here</u>

Project Item: : _____

Monetary Value of Project: _____

<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>NO Electrical service allowed in any outbuildings.</u>	<u>Initial here</u>

Project Item: : _____

Monetary Value of Project: _____

<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>NO Electrical service allowed in any outbuildings.</u>	<u>Initial here</u>

COWLITZ TIMBER TRAILS ASSOCIATION

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 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 once Compliance has completed their initial review and approval of the project. CTTA will start the process via the county online portal. Lewis county will communicate with CTTA and the Member during this process via email. (see attached county permit steps)
4. If a structure (no matter what the square footage) is within the shoreline 150' HWM, A Lewis County Master Site Review and Flood Plain Permit are required. This is now done through their on-line portal. CTTA will submit both, and Lewis County will reach out via email for payment and questions. Your building project cannot begin until the MSR and Flood Plain Permit are approved by Lewis County.
5. After the permit is issued by Lewis County, CTTA will have a copy of the permit information in the office. After completion of your project, **YOU MUST CONTACT THE COUNTY AT THE VIA THE ONLINE INSPECTION PORTAL TO ARRANGE FINAL INSPECTION.** Once the project is complete and ready for final inspections come to the office for a copy of the permit to display for the inspection. **FAILURE TO DO THIS COULD RESULT IN ADDED PERMITTING COSTS THROUGH LEWIS COUNTY.** Coordination required for CTTA and Lewis County inspections IS THE RESPONSIBILITY OF THE MEMBER. Once the County has passed your inspection, CTTA will mark it as finale.
6. If your project does not require a Lewis County permit and is approved by CTTA, collection of the CTTA building permit fee (\$60.00) is due upon issuing the Orange Card Permit. You will be given an Orange Card to display at the lot/site during construction. When the project is complete, return the Orange Card to the office for final inspection. CTTA will reach out to let you know the outcome of the inspection for park permits.
7. Any project that requires anchors or digging into the membership lot must have power and water locate done by CTTA maintenance staff. We ask that members give us a week's notice before any contractors or work is started.
 - a. If at any time during the installation of the project damage is done to CTTA's infrastructure (power or water) the member will be held responsible for said damages.
8. During installations and delivery of building it is required that the member be present while the contractor is in the park.

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

Initial here that you have read and understand all the above statements: _____

Lewis County Permitting Process

All of Lewis County permitting is now done online via their portal. This is not a one step process. Lewis County and CTTA work together to complete the permit while the member will receive communications during the process CTTA will be the main point of contact with the county until the permit is finalized and closed.

1. Obtain a Lot/Site Development application and a Lot/Site Plat map from the CTTA Business Office.
2. Return the Development application to the Business Office. CTTA will start the process.
3. A master site review is needed for permits and that will be submitted first, Lewis County reaches out for payment via email.
 - i. After master site is complete the building permit will be issued if the site is not on the shoreline.
4. If project is on any shoreline lots/sites, Lewis County will also require a flood plain application (this can only be submitted after the master site is approved). Lewis County will reach out via email again for payment.
5. Only after both the Master site and Flood plain (for shoreline lots) are complete will a building permit be issued.
6. CTTA will keep a copy of the permit application in the office. At this time a copy will still need to be on site for final inspections, you can pick up a copy in the office before that is complete.
7. It is the members' responsibility to schedule all inspections with the county this can be done on their website under building inspections (the member does not have to be on site for the inspection, but please call the office to let us know when they will be in).
8. Once all inspections are completed CTTA and Lewis County will close out the permit. CTTA will keep a copy of the closed permit in the membership file for future compliance issues.