



SWAN LAKE RV RESORT CO-OWNERS' ASSOCIATION

SITE PLAN CHANGE FORMS

Rules Pertaining to Construction Matters – General

1. No construction, alterations or improvements to any RV site, including Park Models, sundecks, sunrooms, skirting, storage sheds, adding a gazebo and/or pergola or landscaping may be carried out by or on behalf of any co-owner without **prior** written permission from Council (i.e., submit a Site Plan Change Form.)
2. If co-owners are not certain whether or not a site plan change is required, they must contact Council **BEFORE** proceeding to receive guidance.
3. **The site plan change form must be approved BEFORE any work commences.** A Site Plan Change Approval sign must be displayed while work is being completed. The sign will be removed by Council, once the work has been inspected and approved. Council may fine and/or require a co-owner to repair/alter/remove any unapproved site changes.
4. A site plan change approval is valid for a period of 30 days from the start of construction. After 30 days, the co-owner must re Form A: Site Plan Change Form apply for approval by Council.
5. A design sketch (including size, colours, location) and estimated duration (maximum 30 days from start of construction on site) of any intended work shall be submitted for approval to the Council. The submission will include a copy of the pertinent building permit (if required) issued by the Regional District of North Okanagan. The Council will keep a copy of the submission in the co-owner's file and the co-owner must apply to the Council for final inspection by the Council. The Regional District of North Okanagan Occupancy Permit must accompany this application.

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Form A: Site Plan Change Request – Storage Shed

Site Number:	Co-Owner Name:	Date of Submission:
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Date for work to commence: <i>(Allow at least 5 business days from date of submission)</i>	Estimated Date for work completion:
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Proposed Site Plan Change must include: 1. Accurate and specific measurements. 2. Material type(s) 3. Colour (s) 4. If a contractor is being employed, include the contractor's name and phone number. Description of Proposed Site Plan Change: _____ _____ _____ _____ _____ _____	Site Plan Change Details and Detailed Drawing : <i>See Rules and Regulations listed Below in the Inspection Checklist)</i>
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For Council Use Only

Site Plan Change Approved on _____ **by :** _____
Signature: _____ **Site Plan Change Approval sign #** ____ **posted on (date):** _____

NOTES:

Inspection Checklist:

- The storage shed is a maximum of 2.44 metres (8 feet) x 3.05 metres (10 feet) (outside dimensions).
- Storage shed does not to exceed 2.44 metres (8 feet) overall height from the concrete pad.
- Storage shed is set back a minimum of two (2) feet from the roadway.
- Storage shed exteriors must be wood, vinyl, stucco or cement board.
- The roof finishing material is (*circle one*) asphalt shingles, fire-protected vinyl shingles, metal or tile.

Site Plan Change Inspected on _____ **by :** _____
Signature: _____ **Site Plan Change Approval sign removed on (date):** _____

Form B: Site Plan Change Request – Landings and Sundecks/Sunrooms

Site Number:	Co-Owner Name:	Date of Submission:
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Date for work to commence: <i>(Allow at least 5 business days from date of submission)</i>	Estimated Date for work completion:
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<p>Proposed Site Plan Change must include:</p> <ol style="list-style-type: none"> 1. Accurate and specific measurements. 2. Material type(s) 3. Colour (s) 4. If a contractor is being employed, include the contractor's name and phone number. <p>Description of Proposed Site Plan Change:</p> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>	<p>Site Plan Change Details and Detailed Drawing : <i>See Rules and Regulations listed Below in the Inspection Checklist and attach a copy of relevant/applicable North Okanagan Regional District Permits)</i></p>
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For Council Use Only

Site Plan Change Approved on _____ by : _____

Signature: _____ Site Plan Change Approval sign # ____ posted on (date): _____

Relevant/applicable North Okanagan Regional District permit attached

NOTES:

Inspection Checklist:

Sundecks (covered or not) and sunrooms (glass and/or screen-enclosed) are limited to sites with park models only.

- Combined sundeck/sunroom square footage is no more than 50% of the square footage of the park model.
- Sundeck and/or sunroom is set back at least 3 feet from the roadway.
- Sunroom does not exceed 15 feet in height.

Landing and Stairs:

- Landing does not exceed 4 feet by 6 feet (24 square feet)

Site Plan Change Inspected on _____ by : _____

Signature: _____ Site Plan Change Approval sign removed on (date): _____

Form C: Site Plan Change Request – Gazebo/Pergola

Site Number:	Co-Owner Name:	Date of Submission:
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Date for work to commence: <i>(Allow at least 5 business days from date of submission)</i>	Estimated Date for work completion:
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<p>Proposed Site Plan Change must include:</p> <ol style="list-style-type: none"> 1. Accurate and specific measurements. 2. Material type(s) 3. Colour (s) 4. If a contractor is being employed, include the contractor's name and phone number. <p>Description of Proposed Site Plan Change:</p> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>	<p>Site Plan Change Details and Detailed Drawing : <i>See Rules and Regulations listed Below in the Inspection Checklist)</i></p>
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For Council Use Only

Site Plan Change Approved on _____ **by** : _____

Signature: _____ **Site Plan Change Approval sign #** ____ **posted on (date):** _____

NOTES:

Inspection Checklist:

- Gazebo/Pergola is metal or wood
- Maximum measurement of gazebo/pergola is 10 feet by 12 feet
- Maximum height of gazebo/pergola is 10 feet
- The gazebo/pergola is anchored to the concrete or lawn
- The gazebo/pergola is set back a minimum of two (2) feet from all property lines/roadways.
- The roof of a gazebo is metal or soft-top (canvas).

Site Plan Change Inspected on _____ **by** : _____

Signature: _____ **Site Plan Change Approval sign removed on (date):** _____

Form D: Site Plan Change Request – Other

Site Number:

Co-Owner Name:

Date of Submission:

Date for work to commence:

(Allow at least 5 business days from date of submission)

Estimated Date for work completion:

Proposed Site Plan Change must include:

1. Accurate and specific measurements.
2. Material type(s)
3. Colour (s)
4. If a contractor is being employed, include the contractor's name and phone number.

Description of Proposed Site Plan Change:

Site Plan Change Details and Detailed Drawing : *See Rules and Regulations listed Below in the Inspection Checklist)*

For Council Use Only

Site Plan Change Approved on _____ by : _____

Signature: _____ Site Plan Change Approval sign # ____ posted on (date): _____

NOTES:

Site Plan Change Inspected on _____ by : _____

Signature: _____ Site Plan Change Approval sign removed on (date): _____

