

Normandy Park Riviera Section Community Club

A Non-Profit Corporation
17940 Brittany Dr. SW
Normandy Park, WA 98166
(206) 248-1815 nprsc.org

Introduction and Application for Consideration

As you may be aware, your property, located in the Riviera Section of Normandy Park, is governed by covenants. Identified in your Statutory Warranty Deed and Title Insurance is the Declaration of Reservations and Protective Restrictions (Covenants) recorded February 26, 1929, Volume 1391 of Deeds, Page 150, (Auditor's file # 2520399). The Covenants define the character of the Riviera section. They establish a general plan by the stipulation of basic protective restrictions. Most noteworthy is the preservation of open or green space defined as that space outside the homeowner's lot specific building area. This non-buildable space runs with the land and thus benefits the homeowner, his successor and all persons who choose to live in the Riviera Section.

The NPRSCC, the legal entity registered with the State of Washington, has for over fifty years continued to uphold the Covenants of the Riviera section plat. Its authority was confirmed by the court in 2003 and 2004, and affirmed in Washington Court of Appeals Div I in 2007. The NPRSCC exists to maintain the beauty and harmony that first attracted property owners seventy years ago by serving as a mediator and advocate for homeowners. It, and it alone, has the authority to approve building plans. In the spirit of preserving those features that make the Riviera Section a unique and desirable place to live, the NPRSCC officers are dedicated to helping you achieve your goal, within the restrictions of the Covenants.

The Covenants state that a homeowner's building plans must be prepared by a licensed architect and submitted for written approval **prior to construction**. It is also highly recommended to submit to the NPRSCC before submitting to the city. To reduce the likelihood that a set of final plans cannot be approved by the NPRSCC, the following steps provide guidance, for your convenience:

Step 1. Preliminary Considerations

Read your covenants. Pay special attention to the introduction as well as Sections 17, 18, 19, 22, 23, and 40 through 45.

Establish the exact property lines of your property from certified survey stakes.

Determine your lot and block number and your setback distances. The area enclosed by the lot setback lines is the allowable building area. The remaining area is the non-buildable or open space that must be preserved.

Step 2. Preliminary Approval

Recognizing the likelihood that a costly, full set of plans may not be approved by the NPRSCC Board, the Board will review a preliminary site plan, and if found acceptable, will provide preliminary site plan approval. Homeowners choosing to eliminate the risk of future rejection and opting for preliminary approval should proceed as follows:

- a. *New Construction* Submit a proposed site plan to scale. Show all property lines and all Covenant-mandated setback lines, thus establishing the required building area. Next, show the proposed projected footprint of your structure on the plot plan. If a person does not

already have a site plan meeting these requirements, then one can easily create one on graph paper. In most instances, a scale of 1"=20 feet will enable such a plan to fit on 8.5 x 11 graph paper. In the interest of demonstrating conformity with paragraph three of the introduction, a dimensioned and referenced elevation sketch, current and proposed, should be a part of the submittal.

b. *Remodel or Replacement* If the application for consideration to the Board involves the remodeling of or replacing an existing structure, then, in addition, show the location and height of the existing building and roof overhangs from which setback distances are measured (per the Covenants). Also, for comparison, show existing elevations of the lot and building and the changes to these elevations for which you will ultimately seek approval. Please note that major remodels must be designed and signed by a licensed architect.

c. *Submitted* Along with a \$200.00 fee (as of Jan. 2026) for handling (cash or check to "NPRSCC"), processing, and mailing, submit your plot plan to the NPRSCC Board along with a cover letter including your name, address, email address, lot and block numbers, date of submittal and your signature that attests to the accuracy of the information submitted. **You may use the attached cover letter for your convenience. Electronic plan submittals are welcome.**

d. *Preliminary Approval* Note that approval of the site/plot plan **does not** constitute final approval. It is an assurance that, barring no changes to your submittal to the Board, you are complying with the open space required by the Covenants. If it is anticipated that additional considerations, such as building height, etc., might conflict with other Covenant requirements, provide these details as part of this preliminary submittal, so that they do not cause problems when final plans are submitted.

Step 3. Final Approval to Proceed with Construction

a. *Submittal* Submit a complete set of plans by a licensed architect to the NPRSCC Board for review and approval before building is scheduled to start. These plans must contain a scale to determine dimensions and the specified Covenant setback lines. Please note that plans submitted after construction begins may be given an NPRSCC acknowledgement but will not receive written approval.

b. *Final Approval:* Final approval of the complete set of plans will be accomplished by a written letter to you from the Board. Any subsequent changes made to the plans must be reviewed and approved by the NPRSCC Board.

c. *Note* Issuance of a building permit by the City of Normandy Park **does not** constitute any waiver, defense, or authorization to violate the Covenants of the Riviera Section.

If you have any questions, please contact the Board.

Cordially,

The NPRSCC Board.

Normandy Park Riviera Section Community Club

A Non-Profit Corporation

17940 Brittany Dr. SW, Normandy Park, WA 98166
(206) 248-1815 website: nprsc.org email: info@nprsc.org

Application Cover Letter

Date _____

Your name(s) _____

Your address _____

Phone _____

Email: _____

Your block number _____ and lot number _____ (if known)

Dear Riviera Section Board Members,
(Please describe briefly what lot improvements you would like to make)

*I have read the "Intro and Application for Consideration" Yes ___ No ___

*Do the plans include an Accessory Dwelling Unit (ADU)? Yes ___ No ___

* I/we grant permission to a representative of the NPRSCC Board to enter our project location for observation and setback verification purposes.

Your signature(s) _____

Please include your preliminary site-plan, or architectural prints
and your application fee of \$100 (cash or check to "NPRSCC")

For further information visit our website at **nprsc.org**