

GUIDELINES FOR SUBMITTING A SITE IMPROVEMENT APPROVAL FORM

1. Read the Safari Association Rules, “Rules for Site Improvements.” This information is given to new members at the time of purchase. Additional copies may be obtained on the Safari Website or from the office.
2. Check your boundary lines and ensure that any necessary setbacks that would apply to your project are observed. If you have any questions about this, check with a Board member.
3. Obtain a Site Improvement Approval Form from the Board of Directors office. Fill in the blanks on the form, providing a brief description of the kind of project you’re planning, what kinds of materials you’re going to use, your name, your location, and date for when you’d like to start your project.
4. Attach to the completed form below, a drawing (or series of drawings) showing sufficient detail about your project to allow for verification that your project will be completed in accordance with the Association Building Rules. **THESE DRAWINGS MUST BE TO SCALE AND SHOW ALL MEASUREMENTS BETWEEN ALL EXISTING AND PROPOSED STRUCTURES, ROADS, AND LOT BOUNDARIES. PLEASE USE BLACK INK, NO PENCIL DRAWINGS ARE ACCEPTED. Minimum details on your drawings include:**
 - A. Location of RV’s, existing structures, water and electrical connections, and proposed projects, showing their positions relative to the boundary lines. Indicate measurements from nearest boundaries to allow for accurate determination of locations.
 - B. Front and side views of your project, showing construction of a type that is in accord with standard building practices, and a full set of dimensions, including elevations, heights of walls & stairs, and roofs.
 - C. Any additional details regarding materials or design not covered on the Approval Form that may be pertinent. An incomplete form or drawing will be returned and will not be considered for approval until it contains all the information outlined above.
5. An Approval/Disapproval notice will be issued within fifteen days of receipt of a completed form.
 - A. Members granted approval will receive a copy of their form and drawing, to be posted in a conspicuous location. Members granted approval will receive a copy of their form and drawing for their records and to be kept onsite during construction. Construction without a form available onsite may be subject to a work stoppage order and/or fine.
 - B. Members who do not receive approval will be notified, with an explanation as to why the project was not approved.
6. A project is not considered completed until the board conducts a final inspection and signs on the form. It is the member’s responsibility to notify the board when a project is ready for a final inspection.
7. Approval Forms expire after one year. Projects remaining unfinished after one year will require a subsequent form to be issued before construction can resume. An unfinished project that constitutes a safety hazard for any length of time may be required by the board to be removed.
8. Any member hiring a contractor has the responsibility of making certain that the Contractor is aware of all Safari Rules and complies with those rules when doing any construction. It is always the member’s responsibility to let the contractors and suppliers through the entry gate and to remain with them while in the park.

NOTE: PARK RULES RESTRICT CONSTRUCTION NOISE TO 8 A.M – 8 P.M.

SIP Form # _____

**SAFARI ASSOCIATION OF ILWACO
SITE IMPROVEMENT APPROVAL FORM**

I have read the rules and specifications according to the SAFARI ASSOCIATION RULES – SITE IMPROVEMENTS as they apply to any proposed construction on my Membership site.

Signatures of three Board members must be obtained for approval.

All changes and modifications must be pre-approved in writing by the Board of Directors. Violations shall result in an immediate work stoppage order.

Failure to comply with the established site improvement rules will result in a minimum fine of \$500.00, and a maximum of \$5000.00 and other discipline.

I will be building (describe project) _____

Using the following materials: _____

At Lot # _____ Date project to start _____ Expected Completion Date _____

Print Name: _____ Signature: _____

Name and Phone # of who is doing the work _____

NOTE: A FILING FEE OF \$30 MUST BE PAID WHEN THIS PERMIT FORM IS SUBMITTED

FOR OFFICE USE ONLY:

Form Number _____

Date Submitted _____ Received By _____ Date Reviewed _____ By _____

Approved _____
Board Member 1 Board Member 2 Board Member 3

Date Approval Issued _____ **When checked, there are additional conditions for this approval attached.**

ADDITIONAL CONDITIONS: _____

This permit must be used within One Year of the Issue Date - it may not be extended

A COPY OF THIS SIGNED APPROVAL FORM AND PLANS MUST BE POSTED AT PROJECT SITE IN A CONSPICIOUS PLACE

Date Inspected: _____ By: _____ **Sign-Off Date** _____ **By** _____