



**Ruth Lake Community Services District**

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**Lease Improvement Request Form**

**\*Please complete pages 1 and 2 and return to RLCSD Office. Attach any other documents if needed.\***

**Date:** \_\_\_\_\_

**Lease Number:** \_\_\_\_\_

**Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Phone:** \_\_\_\_\_ **Email:** \_\_\_\_\_

**Fire & Liability insurance filed at RLCSD office must be current - Exp. Date:** \_\_\_\_\_

**Recreational Lease Site Standards ~ 6000.28 - Process for obtaining approval for improvements:**

- A. The sublease holder submits the project to RLCSD for approval. The application must include:
  - 1. A written description of the project, including type of construction, dimensions, materials, and colors proposed.
  - 2. A site map including where on the site the project will be located.
  - 3. Time table to start and finish project
  - 4. Who will be doing the project.

D. If approved, the project documents are forwarded by RLCSD to HBMWD for their review and approval. (HBMWD has up to 45 days to approve) Copies of RLCSD and HBMWD approvals will be forwarded to the leaseholder by RLCSD when obtained. Because environmental and building conditions can change quickly, the project must be begun within one year and substantial progress made or the permission of RLCSD and HBMWD for the project will expire.

E. The applicant may then apply to the appropriate Trinity County department for permits. Trinity County will not issue a permit until it has RLCSD and HBMWD permission on file. Copies of the Trinity County permits shall be forwarded to RLCSD **prior** to beginning work on the project, and copies of the completed permits must be filed with RLCSD when the project is complete.

F. Building Permits: Building permits are required by Trinity County for any structure larger than 120 square feet, including eaves; any structure with plumbing or electricity, and any structure intended for human habitation regardless of size. Decks may need a permit as well. It is the leaseholders' responsibility to determine the need. RLCSD will assume a building permit is required for all projects unless otherwise notified. No project may begin until a copy of the permit is on file with RLCSD.

Name: \_\_\_\_\_ Lease Number: \_\_\_\_\_

**Please write improvement request below:**

**Below please draw a site map of lease improvement:**

