

SUN RANCH

Temporary Residence Progress and Renewal Form

Temporary Construction Residence Policy (Resolution No. 2026-17, Exhibit A, Sections IV–VI)

Owners approved to live in a trailer or camper while building must show construction progress with dated photos. Use this form for the 90-day milestone after approval and for each 6-month renewal. Submit it before your current term expires — if a required renewal request or progress photo is not received in time, your authorization ends automatically (Policy Section VI).

1. Owner and lot information

Date:

SROA member name: Lot number:

Email address: Phone:

2. What are you submitting?

☐ 90-day initial milestone

Within 90 days of approval: foundation poured or footings set — some physically visible construction on the lot.

☐ 6-month renewal request

Visible continued progress since the last checkpoint (for example, framing up, or a defined portion of the exterior enclosed).

☐ Moving from Track B to Track A

For existing occupants who have now received Building Approval Form approval and begun construction.

3. Current authorization

Date temporary residence approved (or Track A start date):

Current term expires on: Number of prior renewals:

Building Approval Form approved on:

4. Construction progress

Current stage:

☐ Site prep ☐ Foundation/footings ☐ Framing ☐ Roof on ☐ Exterior enclosed ☐ Finishing

Work completed since the last checkpoint:

Expected date the home will be ready to live in:

5. What to attach

☐ Dated photo(s) clearly showing the current construction (required)

☐ Any County permit or inspection records you wish the Board to consider (optional)

The Board checks progress by photo, not by scheduled inspections. It may request a site visit if photos are unclear or a good-faith dispute arises (Policy Section V).

6. Request and certification

☐ I request a 6-month renewal of my temporary residence authorization.

I certify that the information and photos submitted are accurate and current.

Owner signature: Date:

How to submit

- Email it to sunranchmemberstonasket@gmail.com.
- Send it by US Mail to PO Box 407, Tonasket, WA 98855.
- Deliver it in person at a Board meeting, or arrange to give it to a Board member (see <https://www.sunranchtonasket.org> for contact information).

Deadline: before your current term expires. For the 90-day milestone, within 90 days of approval.

Board use only

SROA member name: Lot number:

Date received:

Received before the current term expired? ☐ Yes ☐ No

Photos adequate: ☐ Yes ☐ No — additional photos requested ☐ Site visit requested

Decision:

- ☐ 90-day milestone met
- ☐ Renewed for 6 months, through _____
- ☐ Moved to Track A, 12-month term through _____
- ☐ Denied

Board meeting date:

Board vote: _____ in favor _____ opposed

Reason for denial (if any):

Owner notified in writing on:

A denial may be appealed under the Board Decision Appeals Policy and Procedure (Resolution No. 2026-10).

Signed for the Board:

President Secretary