

RIVERWOOD OWNERS' ASSOCIATION

6550 Town Point Road, Suite 113
Suffolk, VA 23435
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Fax: 757-484-3217
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**APPLICATION
TO THE
ARCHITECTURAL REVIEW BOARD**

Please complete the items listed below and include this form with plans submitted for preliminary review.

DATE _____

NAME OF PROPERTY OWNER(S) _____

PROPERTY ADDRESS _____

PHONE NUMBER OF OWNER(S) _____

CONTRACTOR NAME _____

CONTRACTOR ADDRESS _____

START & FINISH DATE _____

Brief Description of Project (one project per application):

PROJECT (deck, outbuilding, fence, etc.) _____

STYLE _____

HEIGHT/DIMENSIONS _____

MATERIALS _____

COLOR _____

DETAILED DESCRIPTION OF PROJECT _____

Application for Architectural Review Board

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Property Owner _____

Property Address _____

Project _____

ITEMS TO BE SUBMITTED FOR REVIEW:

- 1) Complete copy of all necessary paperwork.
- 2) Site plan of lot showing areas of improvement and dimension specifications, as well as plans and specifications for improved projects.
- 3) Elevation rendering of projects to scale (ie. Deck, shed, patio, sunroom, etc...)
- 4) Color palates of all requested changes and narrative of final color spectrum for entire house area.
- 5) Specific types of materials to be used, to include wood and stain types and other construction materials to be used.
- 6) Elevation plan of excavation of change in grading (if applicable).
- 7) Copy of building permit when obtained (if applicable) or other special permits where necessary.
- 8) Illustration of any new replacement components such as windows, doors, etc.
- 9) Description of changes in exterior lighting.
- 10) Description of plantings or landscape to be added, removed or altered.
- 11) All other materials relevant to the requested improvement.

Final approval will be based upon information supplied in or with the application. This approval is limited to design criteria established by the Architectural Review Board of the Association and should not be interpreted as approval of any variation from restrictions or conditions imposed on the property owner by contract, other provisions of the recorded covenants, or any regulations or requirements of the local building inspector's office.

All applications must be forwarded to the Association Manager. The Architectural Review Board has forty five (45) days from the date of receipt to review the application and proposed improvements. You will receive written notification of approval, denial or a request for additional information.

PLEASE CONTINUE TO PAGE 3 OF THE APPLICATION.

Application for Architectural Review Board

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Property Owner _____

Property Address _____

Project _____

I understand that I MUST wait for receipt of your written approval of this application before beginning the foregoing alteration and the approval of such alteration by the Architectural Review Board does not release us of our obligations to ensure that such alteration is in compliance with ALL LOCAL, STATE OR FEDERAL ordinances.

Homeowner Signature

Date

ARCHITECTURAL REVIEW BOARD DECISION

Approved as submitted

Approved with the following stipulations: _____

Denied for the following reasons: _____

Unable to consider due to lack of information

BY:

Print Name/Title

Signature

Date

Print Name/Title

Signature

Date

Print Name/Title

Signature

Date

BOARD OF DIRECTORS ACCEPTANCE OF DENIAL:

Print Name/Title

Signature

Date