



## ARC Modification Application Form

Riverstone Architectural Review Committee  
18353 University Blvd., Sugar Land, TX 77479

In an effort to provide and protect each individual homeowner's rights and values, it is required that any homeowner or group of owners considering improvement of their property which would affect the exterior appearance of a building or improvements (*examples: painting, patio covers, outside buildings, fences, etc.*), **MUST** submit a Request for Approval to Modify Property to the Architectural Review Committee **PRIOR** to initiating any work. If any change is made that has not been approved, the committee has the right to ask the homeowner to remove the modification from the property.

**Modification meetings are typically held the first Wednesday of each month at 9am at The Club at Riverstone.** For an application to be reviewed, the completed application and required supporting documents must be turned in to the Riverstone HOA office on or before the Thursday before 5:00pm prior to the scheduled meeting. Resident attendance is not required. **Due to the large number of requests, the response time can take up to 45 days. Your patience is appreciated.**

**Please use the following email address to submit applications electronically [ARCModification@riverstone.com](mailto:ARCModification@riverstone.com)**

**\*Required Information**

\*PROPERTY OWNER(S) \_\_\_\_\_ \*DATE \_\_\_\_\_  
(Please Print Owner Name)

\*Property Address: \_\_\_\_\_ \*SUBDIVISION \_\_\_\_\_

\*CITY, STATE, ZIP \_\_\_\_\_ \*PHONE \_\_\_\_\_

\*E-MAIL ADDRESS \_\_\_\_\_

\*Lake Lot \_\_\_\_\_ \*Interior Lot \_\_\_\_\_ \*Adjacent to Common Area/Reserve \_\_\_\_\_

\*TYPE OF MODIFICATION(S): Describe Modification in Detail

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Approval is based upon the request, plans and specifications submitted to the Committee. The Committee hereby informs applicant that its review is performed pursuant to those sections of the Covenants and Restrictions governing harmony, color, location, use and construction standards of the community. This is in addition to any approval or permits required by any appropriate governmental entity. **This approval can in no way supersede the Covenants and Restrictions for your community. It is the obligation of each owner to ensure all improvements are in compliance with the recorded Covenants and Restrictions. All improvements must be maintained in good repair at all times.**



Please provide the required information below with your application.

**PROPERTY OWNER APPLICATION CHECKLIST:**

- Completed Application
- Sample of All Materials to be used
- Paint Color Samples
- Lot Survey/Site Plan with location of project marked
- Photos of the front or back of property/house where modification is located
- Sketch/Photo/Picture/Etc. *(of work to be completed)*
- Architectural Drawings signed and stamped required for Room Editions/Bathrooms or as required by the ARC Committee.
- Fence Replacement- Please provide consent from neighboring properties for any shared fence being replaced with your application.

Please review Modification Check List on our website for more information

**JOB STATUS:**

- Scheduled to Begin
- Already Completed
- Started Construction
- Status Unknown



# RIVERSTONE

## MODIFICATION ARC REVIEW FORM/DEPOSIT

Please complete and submit with the ARC Application Form

**\*\* Modification Deposit- (mandatory refundable deposit required for all major modifications; check made payable to Riverstone HOA).**

*This check will be deposited and re-written once the construction is completed and the final review of the project has been completed by staff.*

**\*APPLICATIONS WILL NOT BE REVIEWED WITHOUT A COMPLETED FORM AND DEPOSIT HAS BEEN SUBMITTED.**

A (refundable) deposit will be required for any major modification or pool construction in the Community. **A major modification includes but is not limited to room editions, pool house, major patio covers, improvements in the LID easement area, etc.** A written notification of completion shall be submitted to the ARC/Association for a final inspection of construction areas. The deposit will be returned after the inspection provided that all areas impacted by construction have been returned to their original condition and the submitted modification was built per the approved application.

### Deposit Fee schedule-

1. All major modifications including swimming pools \$1,000.00- On A Non-Easement/Common Area/Reserve Lot
2. All major modifications including swimming pools \$1,500.00- On Lots That Are Adjacent to Easement/Common Area/Reserve

Details must be specified on a site survey and attached to this application. The site survey must indicate the location of all equipment, location of the modification, location of all drain lines, location of sewers and backwash if applicable, and the area where your contractor will access your property. A deposit check is required and your application will not be processed until the deposit is received. The check will be deposited and returned upon completion of the modification, pending inspection of the property and surrounding areas of the home. The property must be returned to the original state. The cost of any damage to the common areas or property of others will be the responsibility of the requesting owner of the modification.

### \*ACCESS THROUGH COMMON AREAS/RESERVES IS NOT PERMITTED

Construction that is not in tandem with the approved plan may cause forfeiture of the deposit.

**\*Please provide the following information.**

### Who will be doing the work:

Contractor/Company Name \_\_\_\_\_

Phone Number \_\_\_\_\_

Email Address \_\_\_\_\_

### MODIFICATION LOCATION:

\_\_\_ Front of House \_\_\_ Back of House \_\_\_ Side of House

### \*Please provide photos of the area where the modification will be located.

**MATERIALS** (Please submit color samples for any materials including paint, window or screen tint, roofing materials, brick, or siding):

Types of materials being used \_\_\_\_\_

Will Materials Match existing house/structure? YES \_\_\_\_\_ NO \_\_\_\_\_

**DIMENSIONS:** Height: \_\_\_\_\_ Width: \_\_\_\_\_ Length: \_\_\_\_\_

Homeowners Association, Inc. • Commercial Property Owners Association, Inc.

18353 University Boulevard  
Sugar Land, TX 77479  
281.778.2222



# RIVERSTONE

**(Application Rush)**

Yes \_\_\_\_\_ No \_\_\_\_\_

If you would like to have your application reviewed within 5 business days, a complete application must be submitted along with a non-refundable \$125 Application Rush Fee. (The review process will not begin until all relevant information has been received for the application and reviewed first by management) **\*\*Please note that more complex or involved applications such as, room additions, patio covers, or applications with numerous items, etc., will not be able to be rushed and will need to go to the ARC committee meeting for review. Complex modifications are considered modifications that will require detailed drawings and must meet current ARC guidelines.**

**\*\* Also note that the Rush Fee does not guarantee approval for the ARC submittal, it is only to expedite the review of the application before the next monthly ARC meeting.**

I understand that the Architectural Review Committee will act on this request as quickly as possible and contact me in writing regarding its decision. Further, I understand that it is my responsibility to ensure compliance with all applicable governmental ordinances, codes, etc. affecting such improvement(s). I agree not to begin property improvements until the Architectural Review Committee notifies me of its approval.

**FAILURE TO SUBMIT THE SURVEY AND REQUIRED INFORMATION COULD RESULT IN A DELAY AND/OR AUTOMATIC DISAPPROVAL OF SUBMITTED PLANS.**

X \_\_\_\_\_  
\*Property Owner Signature

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

\* Communication regarding pending applications will be sent via email. Please ensure that a current email address is listed above. If you do not use email, please enter "Not Applicable" in the email field above.

(ARC Use Only Below this line)

APPROVED _____	CONDITIONAL APPROVAL _____	DENIED _____
Comments: _____		
_____		
_____		
_____	_____	
Designated Committee Representative	Date	



## Swimming Pool Information:

**\*Please provide the following information.**

- 1) Equipment location (pump, filter, etc.): \_\_\_\_\_
- 2) Backwash to sewer: \_\_\_\_\_
- 3) Easement lines: \_\_\_\_\_
- 4) Will any trees be removed? Yes \_\_\_\_\_ No \_\_\_\_\_
- 5) Existing 6' fence with self-latching gate? Yes \_\_\_\_\_ No \_\_\_\_\_
- 6) Material and color of deck: \_\_\_\_\_
- 7) Pool Drain - Recirculates back to pool? Yes \_\_\_\_\_ No \_\_\_\_\_
- 8) Area drains to street? Yes \_\_\_\_\_ No \_\_\_\_\_ (This will drain rainwater only.)
- 9) Access (cannot be through or across common area and MUST be indicated on site survey):  
\_\_\_\_\_
- 10) Distance from edge of pool to each lot line or easement: \_\_\_\_\_
- 11) Type of coping: \_\_\_\_\_
- 12) Type of filter: \_\_\_\_\_
- 13) Fence work to be done: \_\_\_\_\_
- 14) All equipment, deck, coping and pool are below 6' fence that surrounds backyard? Yes \_\_\_\_\_ No \_\_\_\_\_
- 15) Height of slide/water fountain/water fall/sheer decent: \_\_\_\_\_
- 16) Location of backwash: \_\_\_\_\_
- 17) Location of sewer: \_\_\_\_\_

**\*Please note that any other modifications (gravel, walkways, landscaping, etc.) Must be submitted for and approved in writing prior to installation.**