



## RIVERSTONE COMMERCIAL ARCHITECTURAL REVIEW PROCESS

The official submittal of plans and specifications to the Riverstone Architectural Review Committee (ARC) is to provide a review process for conformance to the Riverstone Commercial Design Standards, adopted by the ARC. The site plan, architecture, signage and landscape must be reviewed and approved concurrently in writing by the ARC and County before construction can begin. All new construction, subsequent construction, remodeling with exterior exposure, expansion and demolition of structures shall be reviewed and approved by the Riverstone ARC and County prior to the submittal of building permit application and prior to commencement of any on-site building or construction activity including grading. The ARC reserves the right to alter the review process in order to ensure an adequate review of all submissions while accommodating the needs of the project. The following is a list of what is considered a complete submittal, no exceptions will be made.

### Optional Conceptual Plan

- One (1) full size + one (1) half size + Electronic sets of the conceptual site plan
- Sections, elevations and details as necessary to illustrate design intent

### Phase I Submittal

- One (1) full size + one (1) half size + Electronic sets of the Schematic Site Plan Including:
  - a) Building Setbacks, Easements and Right-of-Way
  - b) Utility Service Locations
  - c) Overall site drainage plan
- Exterior Elevations
- Perspective Color Rendering of Exterior Elevation
- Material Sample Board

### Phase II Submittal

- One (1) full size + one (1) half size + Electronic sets of the following:
  - a) Changes indicated at Phase I review
  - b) Architectural Plans
  - c) Site plot plan, drainage and grading plans, mechanical/electrical/plumbing plans
  - d) Foundation and parking lot design certification by a registered, professional engineer
  - e) Final Survey
  - f) Landscape Plans (Size of plant material noted)
  - g) Irrigation Plans
  - h) Parking and building lighting cut sheets with photometrics
  - i) Sign criteria and location (building ID, monument and directionals)
  - j) Color elevation rendering(s)

**Final Approval** is required. Before construction begins, there must be a pre-construction meeting on site. On-Site color-board for approval is required prior to installation of exterior materials. After construction is complete and before opening, there must be a post-construction meeting. A Final Inspection will be carried out by the ARC upon completion of the project and may produce a punch-list of items needing attention. There is a time frame of three (3) weeks for this punch-list to be completed. Should there be a situation where a variance is requested, it must be completed in writing before the three-week deadline. Fines may be levied at ARC discretion for non-compliance.

Should there be the circumstances where the Landscape Easement is involved in any construction; the

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18353 University Boulevard  
Sugar Land, TX 77479  
281.778.2222



Riverstone ARC will require that any and all damage to turf, sidewalk and/or irrigation must be repaired and replaced to exact condition. A deposit shall be required before construction commences and will be returned upon successful completion of the project and ARC Final Inspection.

After closing, there will be a monthly deed restriction drive with a seven (7) day timeframe for compliance. Fines will be levied for non-compliance.

**REVIEW FEES** - Checks shall be made out to **Riverstone POA**. There may be additional fees if additional time is required or added items submitted after review is complete.

- Optional Conceptual Plan Review - \$800.00
- Phase I and Phase II Review - \$.05 per square foot of gross site area with a minimum charge of \$3,000.00, maximum of \$6,000 for both. All fees, including the Phase I and II, Mandatory Pre-Construction and On-site Post-Construction meetings are due at Phase I review.
- Re-Reviews - \$1,500.00
- Signage and Single Item Review (not part of package) - \$350.00
- Building and Monument Sign Deposit (Refundable upon final inspection)- \$1,000.00
- Major Modification Review Fee- \$1,000.00
- Mandatory Pre-Construction Meeting - \$500.00
- On-site Post-Construction Meeting - \$400.00
- Additional Post-Construction Meeting - \$200.00

**Please send all information to Riverstone ARC:  
Riverstone Commercial ARC- [CommercialARC@riverstone.com](mailto:CommercialARC@riverstone.com)**

#### **TIMING**

The ARC shall review and approved in writing each formal submittal or recommended revisions to those aspects of the plans that are inconsistent with the Riverstone Commercial Guidelines. The ARC requires a maximum period for review and approval of submitted plans as identified in the Deed Restrictions; however, if an applicant has not received a response after twenty days, please contact the ARC. Submittals received at least 48 hours prior to the scheduled meeting will be reviewed and comments returned. To assist applicants with preparation of submittals or for general questions regarding the Guidelines or review process, applicants may contact the ARC to schedule an informal Optional Conceptual Plan review.

#### **VARIANCES**

Reasonable variances may be granted upon request as long as the variance shall be in keeping with the overall intent of the master plan for the improvement and development of the property as well as preservation of existing natural features. Variances may be granted with conditions for approval, which would alleviate the impact for granting the request may have. All applicants must comply with the conditions for approval that may be imposed on a variance. Each builder must address the variance request in writing and the reason(s) why the request should be granted. All variances granted shall be subject to City of Sugar Land. Variances in conflict with the County will not be granted.

#### **DISCLAIMER**

Neither *Riverstone*, members of the Architectural Review Committee, or its representative, their successors or assigns, shall be liable in damages to anyone submitting plans to them for approval, or to any owner or lessee of any parcel affected by these restrictions, by reason of mistake in judgment, negligence or nonfeasance arising out of or in connection with the approval or disapproval or failure to approve any plans submitted. Every person who submits plans to the Committee for approval agrees by submission of such plans, and every owner or lessee of any parcel within the property agrees, by acquiring title thereto or interest therein, that he will not bring any action or suit against *Riverstone*, members of the ARC, or its representatives, to recover any damages.



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## Optional Concept Commercial Plan Consultation Submittal Form

The Optional Concept Plan Consultation is intended to identify and highlight specific site development issues and requirements. This serves to assist the Applicant in understanding pertinent planning and design concepts and Preliminary Plan submittal requirements. No official approval of submittals will be rendered at this consultation.

Please forward this completed form to the Riverstone POA Architectural Review Committee-  
[CommercialARC@Riverstone.com](mailto:CommercialARC@Riverstone.com)

Commercial/Retail – Office

Gross Site Sq. Ft. \_\_\_\_\_ Building Sq. Ft. \_\_\_\_\_

Location \_\_\_\_\_

Submittal Date \_\_\_\_\_ Estimated Start Date \_\_\_\_\_

Owner/Builder \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Business Address: \_\_\_\_\_

Telephone \_\_\_\_\_ E Mail \_\_\_\_\_

Signature \_\_\_\_\_

Please provide the following:

- One (1) full size + one (1) half size + Electronic sets of the conceptual site plan
- Sections, elevations and details as necessary to illustrate design intent
- Non-refundable consultation fee of \$800.00
- Check made out to **Riverstone HOA**



## Phase I Commercial Plan Submittal Form

Please forward this completed form to the Riverstone POA Architectural Review Committee-  
[CommercialARC@Riverstone.com](mailto:CommercialARC@Riverstone.com)

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Commercial/Retail – Office

Gross Site Sq. Ft. \_\_\_\_\_ Building Sq. Ft. \_\_\_\_\_

Location:

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Submittal Date: \_\_\_\_\_

Owner/Builder: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Business Address: \_\_\_\_\_

Telephone: \_\_\_\_\_ E-Mail: \_\_\_\_\_

Signature \_\_\_\_\_

**Please provide the following:**

- One (1) full size + one (1) half size + Electronic sets of the Schematic Site Plan Including:
  - a) Survey indicating location of trees greater than 6”in diameter
  - b) Building setbacks, easements and R.O.W.
  - c) Utility Service Locations
  - d) Overall site drainage plan
- Exterior Elevation
- Perspective Color Rendering of Exterior Elevation
- Material Board
- Phase I and Phase II Review - \$.05 per square foot of gross site area with a minimum charge of \$3,000.00, maximum of \$6,000.00 for both. All fees, including the Phase I and II, Mandatory Pre-Construction and On-site Post-Construction meetings are due at Phase I review.
- Checks shall be made out to **Riverstone POA**
- **Re-Review \$1,500.00**

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## Phase II Commercial Plan Submittal Form

Please forward this completed form to the Riverstone POA Architectural Review Committee-  
[CommercialARC@Riverstone.com](mailto:CommercialARC@Riverstone.com)

Commercial/Retail – Office

Gross Site Sq. Ft. \_\_\_\_\_ Building Sq. Ft. \_\_\_\_\_

Location:

\_\_\_\_\_

Submittal Date: \_\_\_\_\_ Estimated Start Date \_\_\_\_\_

Owner/Builder: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Business Address: \_\_\_\_\_

Telephone: \_\_\_\_\_ E-Mail: \_\_\_\_\_

Signature \_\_\_\_\_

Please provide One (1) full size + one (1) half size + Electronic sets of the following:

- Changes indicated at Phase I review
- Site plot plan, floor plans, building cross-sections, drainage and grading plans, mechanical/electrical/plumbing plans
- Foundation and parking lot design certification by a registered, professional Engineer
- Final Survey
- Landscape Plans (Size of plant material noted)
- Irrigation Plans
- Parking and building lighting cut sheets and photometrics
- Sign criteria (building mounted and monument)
- Color elevation rendering(s)
- Re-review \$1,500.00
- Mandatory Pre-Construction meeting - \$500.00
- On-site Post-Construction meeting - \$400.00
- Additional Post-Construction meeting - \$400.00

Only complete submittals will be reviewed. **Final Approval** is required for construction to begin. Pre-Construction meeting is required as well as on-site color-board for approval. **Final Inspection** is mandatory.

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## Single Item Submittal

Please forward this completed form to the Riverstone POA Architectural Review Committee-  
[CommercialARC@Riverstone.com](mailto:CommercialARC@Riverstone.com)

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

\_\_\_\_\_  
Non-Residential Business

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

Check one:            Pre-Construction            \_\_\_\_\_  
                          Final Inspection                \_\_\_\_\_  
                          Building Signage                \_\_\_\_\_  
                          Monument Signage               \_\_\_\_\_  
                          Temporary Signage              \_\_\_\_\_  
                          Other: \_\_\_\_\_

Owner/Builder: \_\_\_\_\_  
\_\_\_\_\_

Mailing Address: \_\_\_\_\_

Telephone: \_\_\_\_\_ E-Mail: \_\_\_\_\_

Signature \_\_\_\_\_

Approved: \_\_\_\_\_ Conditional Approval: \_\_\_\_\_ Disapproved: \_\_\_\_\_

Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Fees:    Single Item \$350.00 Review (Submitted with form)  
          Pre- Construction and Final Inspection: \$200.00

Please include map with location for temporary signage.

\_\_\_\_\_  
Reviewer Initials and Date

\_\_\_\_\_  
ARC Committee Signature and Date



### **Retail Center Signage & Holiday Decorating Notification**

All tenants for Riverstone must have signage and holiday decorating in compliance with Riverstone Commercial Design Standards. These must be approved by the Riverstone Architectural Review Committee. Please review the attached package and acknowledge by signing that you have received this package and will abide by the standards set forth by the Riverstone Community.

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

Non-Residential Business:

\_\_\_\_\_

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

Owner/Builder: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Telephone: \_\_\_\_\_ E-Mail: \_\_\_\_\_

I acknowledge that I have read and abide by the Riverstone Commercial Design Standards,

Signature \_\_\_\_\_ Date: \_\_\_\_\_

Print Name \_\_\_\_\_

Please forward this completed form to the Riverstone POA Architectural Review Committee-  
[CommercialARC@Riverstone.com](mailto:CommercialARC@Riverstone.com)