



Architectural and Modification Application Form

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 on the first Wednesday of each month. 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

*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

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

CONSTRUCTION/MODIFICATION STATUS:

Please select one option below

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



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MODIFICATION ARC REVIEW FORM/DEPOSIT

Please complete and submit with the modification 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? PLEASE SELECT YES OR NO _____

DIMENSIONS: Height: _____ Width: _____ Length: _____

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

18353 University Boulevard

Sugar Land, TX 77479

281.778.2222



(Application Rush)

Yes _____ No _____

If you would like to have your application reviewed before the next monthly meeting, a complete application must be submitted along with a **non-refundable** \$250 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 committee meeting for review. Complex modifications are considered modifications that will require detailed drawings and must meet current modification guidelines.**

**** Rush Fee does not guarantee approval for the modification submittal, it is only to expedite the review of the application before the next monthly committee meeting.**

I understand that the appropriate 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 ARC/MSC notifies me of its approval.

FAILURE TO SUBMIT THE SURVEY AND/OR 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/waterfall/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.**



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MODIFICATION DEPOSIT REFUND

REQUEST FORM

To request your deposit refund please complete, sign, and email this form to compliance@riverstone.com **Owner must notify the Association in writing of any matters related to backyard access such as locked gates, pets, etc.** Inspection will occur within five (5) business days, between the hours of 9am - 5pm. The owner is not required to be present for the inspection. Refund will be sent via regular mail within five (5) business days of the inspection and paid by check to the Property Owner.

DATE OF REQUEST: _____

MODIFICATION COMPLETION DATE: _____

PROPERTY OWNER'S NAME: _____

PROPERTY ADDRESS: _____

EMAIL: _____

PHONE NUMBER: _____

PETS IN YARD? YES / NO

LOCKED REARYARD GATE? YES / NO

By signing below, I authorize Riverstone Association staff to access the rear yard of my property for the purpose of ensuring the modification was completed per the approved submitted plans.

Property Owner Signature

Date

• **Modification deposit may be forfeited for the following reasons:**

1. Any modifications not done per the approved plans. This includes plans submitted to the LID for approval.
2. Damage to Common areas or Reserves.
3. Other modifications done that were not previously approved.
4. ***Please note that any other modifications (gravel, walkways, landscaping, etc.) Must be submitted for and approved in writing prior to installation.**

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MODIFICATION DEPOSIT REQUEST FORM

ASSOCIATION USE ONLY (Do not mark below this line.)

Please check all that apply:

BUILT PER APPROVED ARC PLAN? YES ___ NO ___ IF NO, WHAT IS THE ISSUE?

ANY MISSING ITEMS? (Sod, Fence, Flatwork, etc.) YES ___ NO ___ IF YES, WHAT IS MISSING?

MATERIALS MATCH EXISTING HOUSE/STRUCTURE? YES ___ NO ___ N/A ___

DAMAGES TO PROPERTY OR COMMON AREA? YES / NO IF YES, LOCATION OF DAMAGE:

EQUIPMENT/TRASH/DEBRIS LEFT BEHIND? YES ___ NO ___ IF YES, LOCATION: _____

EQUIPMENT SCREENED? YES ___ NO ___ IF NO, WHAT NEEDS SCREENING

ANY ADDITIONAL MODIFICATIONS NOT APPROVED? YES ___ NO ___ IF YES, LIST MODIFICATIONS

ACCEPTABLE TO RELEASE DEPOSIT? YES ___ NO ___

Signature _____

Date _____

REFUND CHECK #: _____ DATE: _____ AMOUNT: _____

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