



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 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@rshoa.org**

***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.**

***MODIFICATION LOCATION:**

____ Front of House ____ Back of House ____ Side of House

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

*Who will be doing the work: _____
(Name of contractor/ Business/ Person(s) doing the work)

*MATERIALS (Please submit color samples for any 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.

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281.778.2222



PROPERTY OWNER APPLICATION CHECKLIST:

- ____ Completed Application (ARC Request form and Swimming Pool Architectural Approval form, if applicable)
- ____ Material Description
- ____ Color Description
- ____ Lot Survey/Site Plan (located in closing documents)
- ____ Photos of the front or back of property/house where modification is located
- ____ Sketch/Photo/Picture/Etc. (of work to be completed)

***JOB STATUS:**

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

**** Swimming Pools (mandatory \$1000 damage-prevention deposit required for all pool submittals; check made payable to Riverstone HOA).**
This check will be deposited and re-written once the construction is completed as long as there wasn't any damage done to property.
POOL APPLICATIONS WILL NOT BE REVIEWED WITHOUT A COMPLETED SWIMMING POOL ARCHITECTURAL APPROVAL FORM.

(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

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SWIMMING POOL ARCHITECTURAL APPROVAL FORM

Please complete and submit with "Request for Approval to Modify Property" Form

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 swimming pool, location of all drain lines, location of sewers and backwash, and the area where your contractor will access your property. A \$1,000 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 pool, pending inspection of the property and surrounding common 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 deducted from the deposit.

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

A. Name, phone number and address of the pool contractor:

B. Equipment location (pump, filter, etc.): _____

C. Backwash to sewer: _____

D. Easement lines: _____

E. Will any trees be removed? Yes _____ No _____

F. Existing 6' fence with self-latching gate? Yes _____ No _____

G. Material and color of deck: _____

H. Pool Drain - Recirculates back to pool? Yes _____ No _____

I. Area drains to street? Yes _____ No _____ (This will drain rainwater only.)

J. Access (cannot be through or across common area and MUST be indicated on site survey):

K. Distance from edge of pool to each lot line or easement: _____

L. Type of coping: _____

M. Type of filter: _____

N. Fence work to be done: _____

O. All equipment, deck, coping and pool are below 6' fence that surrounds backyard? Yes _____ No _____

P. Height of slide/water fountain/water fall/sheer decent: _____

Q. Location of backwash: _____

R. 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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