



Architectural/Landscape Design Review Form Submittal Instructions

Dear Homeowner:

Attached is an Architectural/Landscape Design Review Form. Please consult the Covenants, Conditions, & Restrictions (CC&Rs) and Design Guidelines available online at www.riverhaven.us before making any modification plans. Complete the form with detailed information and provide clear and detailed descriptions of the changes or additions you wish to make to your property.

The Architectural/Landscape Design Review Form must be completed BEFORE undertaking any improvements to your property exterior in accordance with CC&Rs Article 4.

Be as specific as possible in your request. The more information you can provide with the initial request submittal, the more likely you are to receive prompt approval for your improvement project.

Incomplete submittals will be denied.

When you have completed the form, send it along with all required attachments to:

Mail

Cadden Community Management
Attn: Chelsea Kelsey, RVH
1870 W Prince Road, Suite 47
Tucson, AZ 85705

OR

E-mail

ckelsey@cadden.com

The request will be forwarded to the Design Review Committee (DRC) and returned as soon as possible. The DRC makes every attempt to consider applications and arrive at a decision within sixty (60) days from submittal.

If you have any questions concerning your Design Review Form submittal, please contact me at (520) 297-0797 or by email at ckelsey@cadden.com

Thank You,
Chelsea Kelsey, CMCA

Attachment: Riverhaven Architectural/Landscape Design Review Form



Architectural/Landscape Design Review Form

Date of Request _____ Owner _____ Lot Number _____

Street Address _____

Home Phone _____ E-mail Address _____

Description of Requested Modification (attach additional sheets as needed) _____

Color / Materials (attach sample if applicable) _____

Contractor & Contact Information (if applicable) _____

Required Attachments – Incomplete Submittals will be Denied

- Plot Plan:** Site plan showing location/dimensions of requested modification, dwelling, and property lines.
- Elevation Plan:** Plan showing finished appearance of requested modification in relation to existing dwelling.
- Photograph:** Photograph(s) of the location for requested modification must accompany the submittal application. This will aid the DRC in making a decision as quickly as possible.

I agree to comply with all applicable city and state laws, and to obtain all necessary permits. I also agree not to begin work until I have been notified in writing of the Design Review Committee's (DRC) decision, and to maintain all improvements, to their original condition. DRC must review all submittals within sixty (60) days. All work will be completed within ninety (90) days from date of approval. If DRC fails to respond to Application within sixty (60) days of its receipt, the Application shall be deemed denied.

Owner's Signature _____ Date _____

— THIS SECTION TO BE COMPLETED BY DESIGN REVIEW COMMITTEE —

Date Received _____ DRC Decision Approved Denied

DRC Comments Reason for Denial Conditions for Approval

DRC Signature _____ Date _____