



## 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](http://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: Daniel Perez, RVH  
1870 W Prince Road, Suite 47  
Tucson, AZ 85705

OR

E-mail

[dperez@cadden.com](mailto:dperez@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](mailto:ckelsey@cadden.com).

Thank You,  
Daniel Perez, CAAM

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 \_\_\_\_\_