

**RIVER BLUFF HOMEOWNERS ASSOCIATION**  
**JACKSONVILLE, NC**  
**riverbluffhoaboard@gmail.com**

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**ARCHITECTURAL REVIEW APPLICATION INSTRUCTIONS AND CHECKLIST:**

Some necessary regulations have been incorporated into the Association's Covenants, Conditions and Restrictions (CC&R's) to protect the harmony and tranquility of the community. In addition, these rules help maintain the curb appeal, which helps to enhance property values. As a member, it will be your obligation to comply with all the documents for your community.

The Architectural Review Committee (ARC) must approve any exterior improvements (including backyard renovations and satellite dishes), prior to commencement of work.

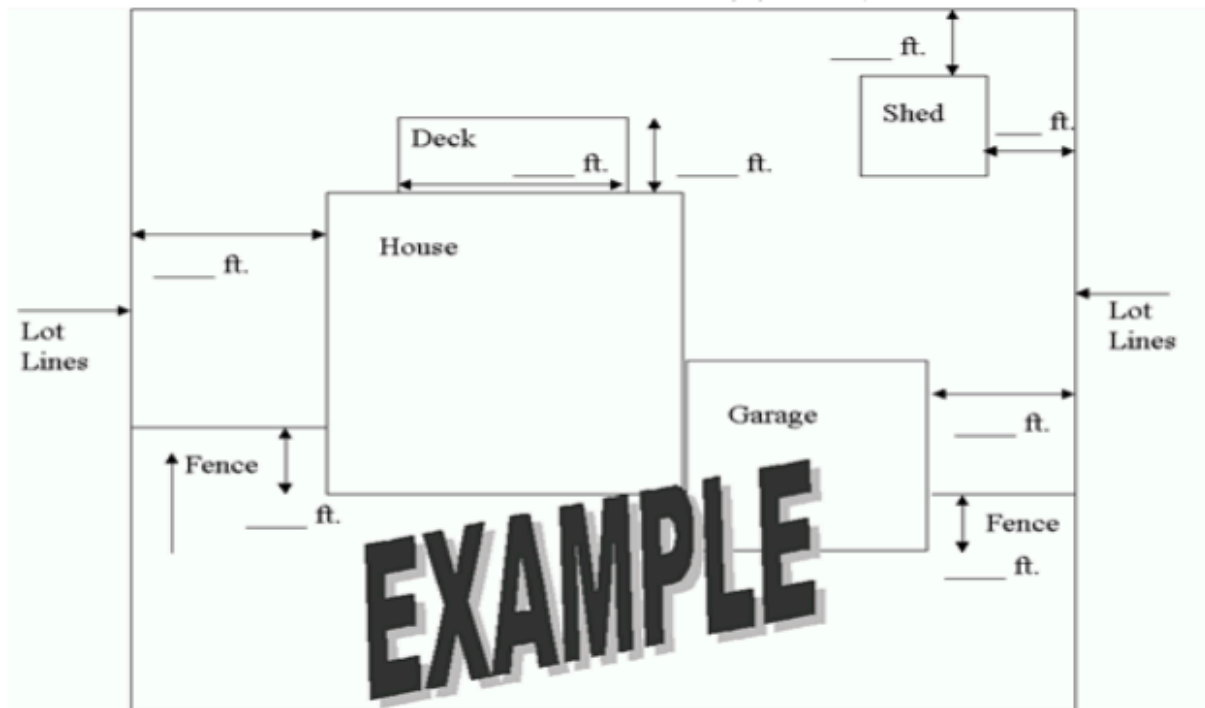
Please utilize the included checklist and examples as you prepare your application. When it is completed, you can submit it to: [hoa@advantagegoldrealty.com](mailto:hoa@advantagegoldrealty.com)

**Please submit this application to Advantage Gold** at least 30 days prior to beginning your project. The Architectural Review Committee / Board of Directors will do all it can to have your application reviewed in a timely manner so as not to impede the timely completion of your project.

**BEFORE SUBMITTING APPLICATION PLEASE READ THE RIVER BLUFF RESTRICTIVE COVENANTS AS THIS CAN SAVE YOU TIME AND MONEY IN THIS PROCESS.**

1. \_\_\_\_ **Application:** Please complete the attached application.
2. \_\_\_\_ **Description of the project(s):** This will need to include a COMPLETE description of the materials to be used and finished dimensions. Also include a color description and sample if your project includes painting / staining.
3. \_\_\_\_ **Plot Plan (see example below):** This will need to include but is not limited to, location of project(s), dimensions, distances in conjunction with other items on the Lot, easements and setbacks from the Lot line.
4. \_\_\_\_ **Acknowledgement of Awareness by Neighbors:** This will need to be submitted with your application.
5. \_\_\_\_ **Submit:** You can mail or email the completed application along with any other additional items.

**EXAMPLE OF PLOT PLAN:**



Applicant Name: \_\_\_\_\_ Property Address: \_\_\_\_\_

### ARCHITECTURAL REVIEW APPLICATION

DATE SUBMITTED: \_\_\_\_\_

APPLICANT NAME: \_\_\_\_\_

ASSOCIATION NAME: \_\_\_\_\_

STREET ADDRESS: \_\_\_\_\_

LEGAL DESCRIPTION: \_\_\_\_\_

HOME AND CELL PHONE: \_\_\_\_\_

EMAIL ADDRESS: \_\_\_\_\_

ESTIMATED COMPLETION DATE: \_\_\_\_\_

#### MODIFICATION TYPE: PLEASE CHECK THE MODIFICATION REQUESTED BELOW:

\_\_\_\_ **Deck/Patio/Screened Porch/Covered Porch:** Plot plan denoting location on lot, picture drawing, dimensions, material to be used, paint/stain color, name of company installing.

\_\_\_\_ **Driveway/Walkway:** plot plan denoting location on lot, material to be used, name of company installing.

\_\_\_\_ **Fencing:** Plot plan denoting location on lot, picture of drawing of fence type, dimensions, materials to be used, paint/stain color, name of company installing.

\_\_\_\_ **Room Additions:** Architects plans for addition, plot plan denoting location on lot, materials to be used, dimensions, roofing material, color, lot grade changes, architects and builders contact information.

\_\_\_\_ **Storage Building/Sheds:** Plot plan denoting location on lot, picture or drawing of storage buildings/sheds, materials to be used, dimensions, roofing material color, grading plan, drainage plan.

\_\_\_\_ **Swimming pools/spa/hot tubs:** Plot plan denoting location on lot, picture or drawing of pool/spa/hot tub, dimensions, screening/fence plan, name of company installing, type.

\_\_\_\_ **Exterior surface change/painting:** Description of surface to be changed, description of the proposed change, materials to be used, provide color samples or pictures.

\_\_\_\_ **Water Features/Gardens/Exterior Decorative Objects:** Plot plan denoting location on lot, description of light fixture, diagram of proposed light coverage, wattage of lighting, height of light fixture above ground.

\_\_\_\_ **Satellite:** Plot plan denoting location on lot, name of company installing satellite dish

\_\_\_\_ **Tree Removal:** Plot plan denoting location of tree to be removed, name of company removing tree.

\_\_\_\_ **Other:** Plot plan denoting location on lot, picture of drawing, dimensions, material to be used, etc...

Applicant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Print Applicant Name: \_\_\_\_\_ Street Address: \_\_\_\_\_

\*Note that all construction and installation of any improvements shall comply with local, state, and federal building and land use regulations. Compliance with these regulations is the responsibility of the homeowner. This review and approval is not a review, nor an approval for compliance with any local, state, or federal building or land use regulations. Building, Electrical, and/or Plumbing permits may be required. The determination of the necessity of any permits is the responsibility of the homeowner. Obtaining any necessary permits is also the responsibility of the homeowner. Changes to the proposed plan necessitated by permits or compliance with local, state or federal building or land use laws are subject to additional review by the Architectural Review Committee. I agree that no work on this request shall commence until written approval from the Architectural Review Committee has been received by me. I understand that I am required to notify the Architectural Review Committee when the requested modification is completed and submit to an inspection of the modification when complete. I also understand that I am responsible for complying with all local, state and federal Regulations and obtaining the proper permits required by these agencies.

Applicant's signature: \_\_\_\_\_ Date: \_\_\_\_\_

Print Applicant name: \_\_\_\_\_ Street Address: \_\_\_\_\_

Applicant Name: \_\_\_\_\_ Property Address: \_\_\_\_\_

### **Acknowledgement of Awareness by Neighbors:**

Please obtain the name, address and signature of at least two immediate neighbors most affected by the Requested Architectural Change/Improvement/Addition. Immediate Neighbors are those that are adjacent to or have direct field of view to the Change/Improvement/Addition. Signature below reflects my knowledge of the Requested Architectural Change/Improvement/Addition to a neighboring property; it does not indicate either approval or disapproval. I understand that I am encouraged to bring to the attention of the requestor, Architectural Review Committee and/or Management Company any concerns I have regarding proposed changes.

#### **Neighbor One:**

Neighbor Of Neighbor: \_\_\_\_\_

Address of Neighbor: \_\_\_\_\_

Signature of Neighbor: \_\_\_\_\_ Date: \_\_\_\_\_

#### **Neighbor Two:**

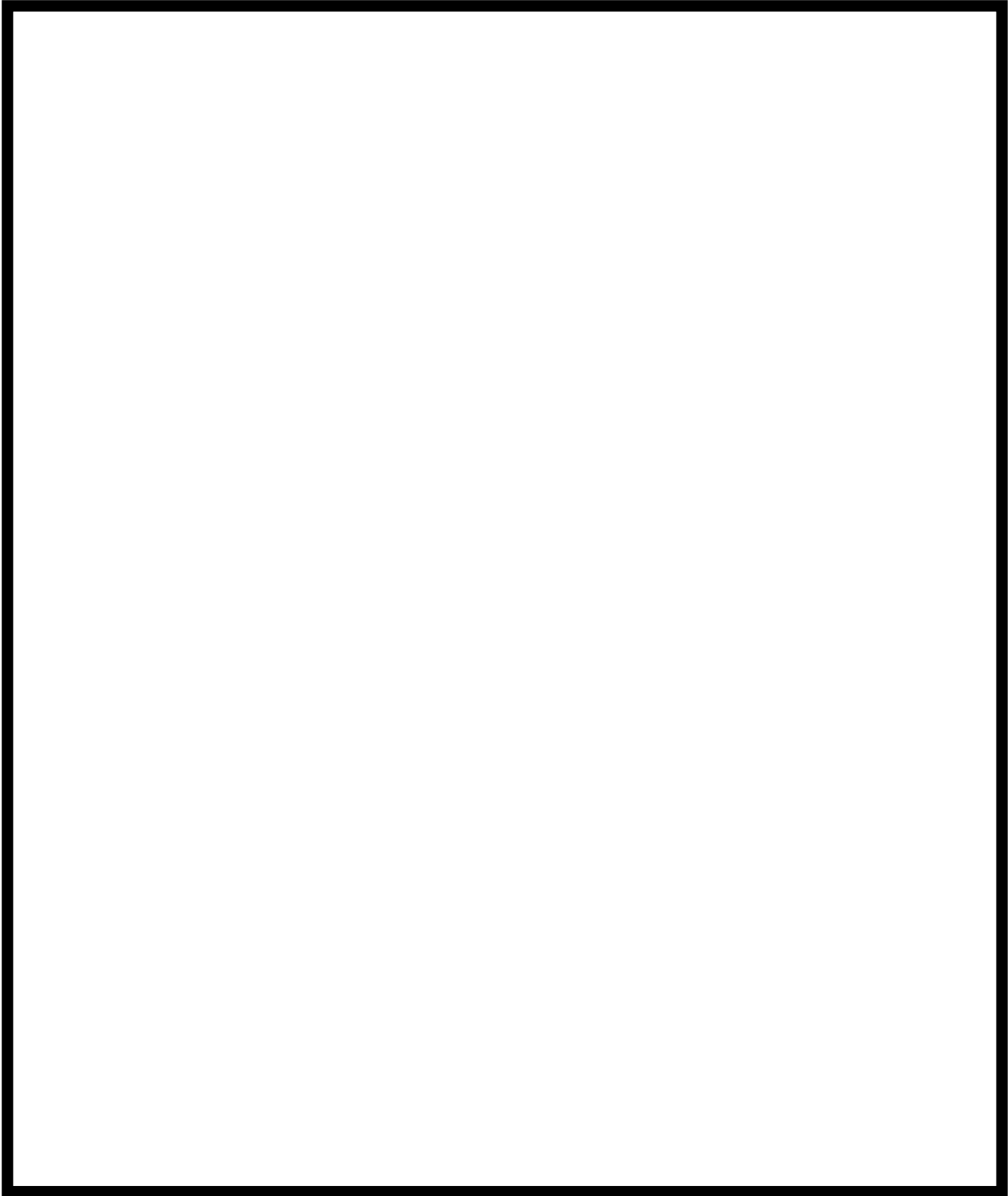
Neighbor Of Neighbor: \_\_\_\_\_

Address of Neighbor: \_\_\_\_\_

Signature of Neighbor: \_\_\_\_\_ Date: \_\_\_\_\_

Applicant Name: \_\_\_\_\_ Property Address: \_\_\_\_\_

**Plot Plan Drawing**  
**(See Prior Example)**



Applicant Name: \_\_\_\_\_ Property Address: \_\_\_\_\_

**Description of Work to Be Completed:**

**Describe the Project:**

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**Materials to be used ( vinyl, wood, metal, shingles)**

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**Colors to be used (paint/stain/shingles/siding/etc....)**

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**Contractor Name:**

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**Any other descriptions necessary:**

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**Please attach any necessary photos:**