

RIVERGLEN OF BRANDON HOMEOWNERS' ASSOCIATION, INC.
ARCHITECTURAL CONTROL COMMITTEE (ACC)
REQUEST INSTRUCTIONS

General Instructions:

1. The ACC Request Form **MUST** be submitted for approval **BEFORE** commencing any work, changes, or alterations to the exterior portions of your property that are viewable from the street or common areas.
2. Such changes, alterations or work that require the prior approval of the ACC include, but are not limited to:
 - a. painting the exterior of your home;
 - b. replacing front doors, garage doors, front facing windows, siding;
 - c. re-paving or adding of a driveway, walkway, decorative curbing;
 - d. adding or replacing of a wall or fence;
 - e. adding or replacing of an arbor, gazebo, swing set or major playground equipment;
 - f. construction of a pool;
 - g. adding or replacing a water softener, propane tank, pool heater, or shed;
 - h. replacing roof;
 - i. other items or alterations that are viewable from the street.

The above list of items is not intended to be a complete list of all work, alterations or changes that may need to be pre-approved by the ACC but instead is intended to provide the homeowner with a general sense of the items that require approval. Prior to submitting a request, consult the Riverglen ACC Standards (available on the homeowner portal and the Riverglen HOA website) for additional information regarding acceptable materials, architectural standards, and other limitations.

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Please review the current ACC Standards before completing this application. Additional restrictions may apply under the Association's governing documents.

PAINT REQUEST APPLICATION

All fields must be completed, even if a surface is not being painted or will remain the existing color.

Pre-Approved Riverglen Color Combination Number: _____ (Swatches not required, Mixing or exchanging colors is not permitted.) **Please visit the homeowner portal to view the pre-approved color schemes.**

If using a custom color scheme, complete below: (Swatches required)

1. Body / Gable Ends Color Name: _____ Paint Code: _____

2. Trim Color Name: _____ Paint Code: _____

3. Garage Door Color Name: _____ Paint Code: _____
(Must be same color as either Body or Trim)

4. Front Door Color Name: _____ Paint Code: _____

5. Decorative Accent Color Name: _____ Paint Code: _____
(Cannot be a 4th color - Must be the same color as Body, Trim, or Front Door).

6. Gutters / Downspouts / Fascia Color Name: _____ Paint Code: _____
(If painted, cannot be a 4th color - Must be the same color as Body or Trim).

Shed color (if any) must match the house.

Homeowner Acknowledgment, Agreement

I understand and agree that:

- No work may begin until written ACC approval has been received.
- Any improvement installed without ACC approval may be required to be removed or modified at the homeowner's expense.
- The Association reserves the right to conduct a final inspection to verify compliance with the approved application.

Homeowner Name: _____ Property Address: _____

Signature: _____ Date: _____

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FENCE REQUEST SECTION:

A Property Survey **MUST** be included showing the location of the fence **AND** all measurements, even if it is being replaced in the same location as the existing fence.

Fences and walls must be no higher than 6 feet. Height measurements are from the ground up must include any berm/embankment.

Side (left / right) descriptions below are **FROM STREET FACING THE FRONT OF THE HOUSE,**

All fields must be completed, even if they are not being modified.

Fence height: _____ Fence material: _____

Right Side (house wall to property line): _____ Gate: (Y/N) _____ Gate Size: _____

Left Side (house wall to property line): _____ Gate: (Y/N) _____ Gate Size: _____

Right Side Length: _____ Left Side Length: _____

Backyard width: _____

Left side setback distance (from front corner of house to the fence): _____

Right side setback distance (from front corner of house to the fence): _____

Waterfront Properties Only (if applicable):

Right Side Yard Length: _____ Transition: (must be 4 ft) _____ post-transition: _____

Left Side Yard Length: _____ Transition: (must be 4 ft) _____ post-transition: _____

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Homeowner Name: _____ Property Address: _____

Signature: _____ Date: _____

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STORAGE SHED APPLICATION:

Required Documents

Please submit both of the following documents with this application:

- ☐ Photograph of the proposed shed (or manufacturer's brochure)
- ☐ Property survey showing the proposed location of the shed

Proposed Shed Information

Application Type:

- ☐ New Storage Shed ☐ Replacement/Upgrade Storage Shed

Manufacturer: _____

Model: _____

Body Material: _____

Roof Material: _____

Shed color and roof must match the house.

Shed Length_____ **Shed Width**_____ **Total Square Footage**_____

Overall Height (Ground to Highest Point): _____ ft.

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Homeowner Name: _____ **Property Address:** _____

Signature: _____ **Date:** _____

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ROOF REPLACEMENT APPLICATION

Please visit the homeowner portal to view the pre-approved asphalt shingle colors.

Shingle Type (circle one): Asphalt / Composite / Metal

Manufacturer / Brand: _____

Roof Color: _____

Please attach a sample photo or brochure showing the roof color/material.

Shed Roof (if any) must match the house.

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Signature: _____ Date: _____

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PLAYSET/PLAYHOUSE/JUNGLE GYM/SWING SET/GAZEBO/PERGOLA:

A photo, drawing, or manufacturer's brochure of the proposed project must be included.

Please note: Height measurements are from the ground up must include any berm/embankment. Any concrete or other pad should be included the height.

Length: _____ **Width:** _____ **Height:** _____ (from the ground up to the highest point)

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REQUESTS for other projects / exterior changes / modifications / structures, PLEASE DESCRIBE HERE:

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- The Association reserves the right to conduct a final inspection to verify compliance with the approved application.

Homeowner Name: _____ Property Address: _____

Signature: _____ Date: _____