

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

General Instructions:

1. The ACC Request Form **MUST** be submitted for approval by the ACC prior to 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 by the ACC or Riverglen of Brandon HOA 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 Riverglen HOA website) for additional information regarding acceptable materials, architectural standards, and other limitations.

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

Paint REQUEST SECTION

Maximum color combination is 3, including the front door.

If requesting a pre-approved combination from the Riverglen paint palette - Combination number: _____

If requesting a different paint scheme:

1. Body Color Name: _____ Paint Code: _____
(Gable ends, if painted, must be same color as body).
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 (ex.: Vents, Keys, Coins, etc.), Color Name _____ Paint Code: _____
(Cannot be a 4th color - Must be the same color as Body, Trim, or Front Door).
6. Gutter, Downspout, Soffit, Drip Edge, Frieze Board, Fascia, Color Name: _____ Paint Code: _____
(If painted, cannot be a 4th color - Must be the same color as Body or Trim).
(Cannot be a 4th color - Must be the same color as Body or Trim).

Please note, if there is a shed on the property, the shed color must match the house.

Undersigned agrees not to begin proposed work, changes, or alterations until the ACC notifies the undersigned in writing of its approval. The undersigned understands that if any exterior change is made before the request has received ACC approval, the ACC and the Homeowner's Association have the right to require the undersigned to remove any improvement, alteration or change that has not been approved by the ACC from the undersigned's property. A follow up inspection may be performed to ensure construction and completion according to the approved plans.

Homeowner Name: _____, Riverglen Property Address: _____

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

FENCE REQUEST SECTION:

A Property Survey **MUST** be included showing the location of the fence, even if it is being replaced in the same location as the existing fence. Maximum height 6 feet from the ground to the uppermost portion. See the ACC Standards for the rules.

Please note: Measurements are from the ground up must include any berm/embankment.

The measurements are FROM STREET FACING THE FRONT OF THE HOUSE, (8 ft offset from the front most corners).

Right Side Front Yard Length from the House wall to the Property Line: _____, Gate (s): _____

Left Side Front Yard Length from the House Wall to the Property Line: _____, Gate (s): _____

Right Side Yard Length: _____, Left Side Yard to the Length: _____,

Backyard Length: _____

Distance between the front corner of the house to the new fence - Left side: _____

Distance between the front corner of the house to the new fence - Right side: _____

Water Front Properties ONLY

Right Side Yard Length: _____, Transition Length: _____, Post Transition Length: _____

Right Side Yard Length: _____, Transition Length: _____, Post Transition Length: _____

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STORAGE UNIT/SHED:

(MUST include a photo and property Survey showing the location of the project). Maximum height 10 feet from the ground to the uppermost portion. See the ACC Standards for the rules.

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

Body Material: _____ Roof Material: _____

Shed Length: _____ Shed Width: _____ Shed Square footage: _____

Shed Height (from the ground up to the highest point): _____

Please note, the shed color and the roof must match the house.

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Roof Replacement:
See the ACC Standards for the rules.

New Roof Type: _____

New Roof Manufacture: _____

New Roof Color: _____

If there is a shed on the property, the shed roof must match the house.

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

Maximum height 10 feet from the ground to the uppermost portion. See the ACC Standards for the rules. A photo of the project must be included.

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

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

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ANY OTHER REQUESTS, PLEASE DESCRIBE HERE:

See the ACC Standards for the rules.

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Homeowner Name: _____, Riverglen Property Address: _____