



Riverview Terrace Homeowners' Association

Architectural Review Committee

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Construction/Project Application & Checklist

This checklist is used by the ARC in the review of building & improvement plans to ensure compliance with applicable specifications cited in our "Declaration of Covenants Conditions & Restrictions For Riverview Terrace Estates, Brevard County, Florida" (10 JUL 1997) and "Riverview Terrace Homeowner's Association Rules & Regulations" (11JUN 2008).

This simplified checklist is only a basic guide; it is the responsibility of the owner/builder to ensure consistency with requirements found in the Declaration of Covenants and in the Rules & Regulations that are found in PDF format on our website.

All aspects of the lot and any improvements meet Association requirements and that the member is in good standing, all assessments, dues and fees are paid to date prior to submitting this application.

ARC approval does not constitute a "building permit" or any other permit that may be required by a governmental or licensing authority. The owner/builder is responsible for all permitting & licensing requirements.

Applicants must complete all sections of the checklist (page #2 of this document), **including the 2nd column from the right**, mark non-applicable sections as "N/A". Make notes on additional paper if necessary. If applicable, complete and submit the form(s) on pages #3 and #4.

Please submit a copy of each of the following documents to the above email or USPS address: **[X]**

- This application and the attached checklist, (both page #1 and page #2).
- Construction plans that include the square footage of air conditioned living space, elevations, decorative trim & roof (with pitch).
- Site plan survey showing all improvements and lot clearing limits.
- Landscape plans.

The ARC is not able to approve partial or incomplete plans. To avoid delay, please submit all required plans; both you & the ARC can use the checklist to ensure complete planning & consistency with the Declaration & Rules. No work, including lot clearing, may commence until final approval by the ARC.

Homeowner's Contact Information (print): Name(s) _____

Phone No: _____ Email address: _____

Builder's Contact Information (print): Name _____

Phone No: _____ Email address: _____

Lot #: _____ Street address of property: _____ Grant, FL 32949

Description of Project: _____

RTHOA Lot No: _____

Name of Builder (Company): _____

Builder/Owner to **complete this column**. Are the standards met?
ARC Approved?

	References [Declaration of Covenants] {R&Rs}	Topic	Requirement	[Yes], [No] or [N/A] (Notes: additional paper if necessary)	[Yes] or [No] (Notes)
1	[DC VII, 2(a)] {R&R Pg 15}	Usage	Single family residence, stabling 1 horse/acre.		
	[DC VII, 3(f)]	Size	1800 sq ft min, air conditioned living space. If 2 story, min 1000 sq ft on ground level. 2 story max build. 2 car attached garage required.		
3	[DC VII, 3(h)]	Dwelling Setbacks	House: 40' front setback.		
4	{R&R pgs 19-22}	Outbuilding Construction	Requirements vary depending on size & type of building. See R&R pages 19-22.		
5	{R&R pg 20}	Outbuilding Setbacks	Requirements vary depending on size & type of building. See R&R page 20.		
6	[DC VII, 3(b)] {RR pgs 29 & 30}	Roof Design	Hip and/or gable only. 5-12 pitch minimum.		
7	[DC VII, 3(a)] {RR pgs 29 & 30}	Roof Materials & Color	Architectural shingle, metal, tile or other ARC approved material. No 3-tab shingles. Color & material to be ARC approved.		
8	[DC VII, 3(b)] {RR pgs 13 & 14}	Exterior Walls	Stucco (NO DMF). brick, stone, or other ARC approved material. Exposed concrete above grade prohibited, (except as req. by bldg code).		
9	[DC VII, 3(b) & 24] {RR pg 13}	Exterior Paint	All paint colors to be ARC approved.		
10	[DC VII, 13] {RR pg 21 & 23}	Exterior Trim	Shutters, awnings & other substantial trim colors to be ARC approved.		
11	[DC VII, 3(d)]	Driveways	Driveways to be constructed of concrete, pavers, or asphalt blacktop.		
12	[DC VII, 3(g) & 18] {RR pg 35}	Landscaping	Landscaping plan approved by ARC prior to any land clearing & tree cutting. All cleared areas require sod & irrigation. R&R pages 35 & 39.		
13	[DC VII, 3(g), 19&20] {RR pgs 35-37}	Tree Removal	Trees located between setback & property lines require ARC approval prior to removal. (See Article VII, 19 & 20 for definitions & mapping).		
14	[DC VII, 8] {RR pgs 38-40}	Walls, Fences Hedges	Height, location & design to be approved by ARC. Complete attached form on pg #4 of this list.		
15	[DC VII, 3(h)] {RR pg 17&18}	Air Conditioning & Mechanical Eqpt	Screened from street by approved fence, wall or shrubbery.		
16	[DC VII, 3(k)] {RR pg 33&34}	Swimming Pools	No above ground pools. Only County/Town building codes apply. ARC approval required.		
17	[DC VII, 16] {R&R Pg 15}	Stables	To be approved by ARC. Material & color compatible with the home.		
18	[DC VII, 5] {R&R Pg 24-26}	Parking & Storage	See Decl. of Covenants VII, 5 & Rules&Regs Pgs 24-26. Complete attached form, pg#3 of this list		
19	[DC VII, 17]	Project Completion	Project to be completed within 1yr from commencement of construction. Extensions may be granted in situations beyond control of the owner.		
20	Owner/builder agrees to install & maintain proper silt fences & temporary culverts if required by State or Municipal regulations.				

Signatures indicate that both the owner and builder have read and understand the RTHOA Declaration of Covenants and its Rules & Regulation and they agree to comply with all requirements.

Owner Sign: _____ Print: _____ Date: _____

Builder Sign: _____ Print: _____ Date: _____

Parking and Storage Request

Covenants Reference: Article VII, Section 5

Architectural Review Policy Reference: Parking and Storage Restrictions

(Commercial or recreational vehicles, trailers, boats, boat-trailers, horse-trailers, tractors, buses, trucks or campers, etc)

Date _____ Homeowner Name _____
Lot #: _____
Property Address: _____

Type of Vehicle _____

Dimensions: Width _____ Length _____ Height _____

Description of vehicle _____
(include photo) _____

Description of surface where vehicle will be parked

Size _____

Material _____

Measurements showing the location of the vehicle in relation to Brevard County setbacks from lot boundaries

Include with request form: a site plan or sketch showing the lot, buildings and proposed location of the vehicle. Site plan must also show existing or planned landscaping and/or fencing to be used to shield the vehicle from view.

Briefly describe the screening elements- type, number, material, spacing, etc.

Date ARC Received _____ Initial _____

Application for Walls, Fences, Hedges

Covenants Reference: Article VII, Section 3i and Section 8

Architectural Review Policy Reference: Walls, Fences and Hedges

Date Submitted _____ Homeowner Name _____
 Lot #: _____
 Property Address: _____

Attach to this form: a site plan showing the lot, buildings, driveways and other prominent features of the property. On the site plan, show the location and dimensions of the planned walls, fences or hedges.

Description of Wall, Fence or Hedge: (attach sketch or photo if available)

Check the Style of the Wall, Fence or Hedge:

- | | | |
|---|--|---|
| <input type="checkbox"/> Stockade fence | <input type="checkbox"/> Split rail fence | <input type="checkbox"/> Chain link fence |
| <input type="checkbox"/> Shadow Box fence | <input type="checkbox"/> Split rail fence with wire mesh | <input type="checkbox"/> Wall |
| <input type="checkbox"/> Picket fence | <input type="checkbox"/> Wrought iron fence | <input type="checkbox"/> Landscape Hedge |

Description of Materials of construction, Finishes, and Colors: (attach color sample)

Dimensions: Width _____ Length _____ Height _____

For Hedges only:

Types of plants	
Interval between plants	
Number of plants	
Height at planting	
Expected height at maturity	

Date ARC Received _____ Initial _____