



# RIVERCHASE

## ARCHITECTURAL REVIEW COMMITTEE (ARC) INFORMATION FORM

DATE RECEIVED: \_\_\_\_\_

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

APPLICANT: \_\_\_\_\_ TELEPHONE: \_\_\_\_\_

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

SUBMITTED BY: \_\_\_\_\_ TELEPHONE: \_\_\_\_\_

CONTRACTOR: \_\_\_\_\_

DESCRIPTION OF PLANS: \_\_\_\_\_

**EXTERIOR COLORS AND MATERIALS ( ) ~ MUST HAVE COLOR CHART OR  
SAMPLES WITH MANUFACTURER NUMBER AND NAME.**

**FENCE ( ) ~ MUST HAVE SURVEY WITH FENCE DRAWN ON SURVEY IN DARK  
LINE WITH GATES INDICATED, MATERIALS, HEIGHT AND STYLE.**

**LANDSCAPING ( ) ~ MUST HAVE COPY OF SURVEY OR PLANS WITH  
LANDSCAPING INDICATED WITH TYPE AND SIZE OF PLANTS AND/OR TREES.**

**BUILDING ADDITIONS ( ) ~ MUST HAVE COPY OF SURVEY OR PLANS,  
ELEVATIONS, DIMENSIONS AND MATERIALS LIST.**

COMMENTS AND/OR ADDITIONAL INFORMATION: \_\_\_\_\_

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**ALL REVIEWS MUST BE SUBMITTED TO THE ARC FOR REVIEW**

**What is needed for all Architectural Reviews:**

**Name, Address/Lot, and Phone number of the Owner/Builder** needs to be included on the submittal. Contact person is different than the owner, their name and number. A complete written description as to what the owner/builder wants to do. Include all measurements of changes or additions taking place.

**Please allow at least one to two weeks for processing.**

A sample or exterior materials color chart of any/all supplies that are going to be used. This includes brick, mortar, paint, stone, roofing, canopy materials, etc.

**New Homes or Additions:** TWO (2) copies of building plans, site plan, color/materials chart and landscaping plan.

**Fences:** ONE (1) copy of survey with proposed fence drawn in a dark or dotted line, indicate gates, height style and materials to be used.

**Decks:** ONE (1) copy of survey with proposed deck drawn on it, along with dimensions, materials, colors, how roof will tie into home (if covered), back and side elevations.

**Patios:** ONE (1) copy of survey with proposed patio drawn on it, along with dimensions, thickness of concrete, and how it will be finished.

**Screened in Porch:** ONE (1) copy of survey with proposed porch on it; along with dimensions, materials, and colors, how roof will tie into home, back and side elevations.

**Landscaping:** TWO (1) copy of landscaping plans to scale with the changes indicated on the plans along with type of plants to be used and size of plant. Ex: 4-inch container / 5 foot tree.

**Removal of trees:** we need the survey or detailed location showing the tree(s) to be removed and the reason why.

**Play set installation, trampolines and shed houses, etc.** copy of survey with the proposed item indicated. Include all details such as, materials, dimensions, style, colors and if the property is fenced. Pictures of items would be preferred also.

**Swimming Pools:** copy of survey with pool indicated along with dimensions, any special features, where pool equipment will be and existing or proposed fence.

**Paint request:** samples with numbers and manufacturer are required. Along with the location of the samples, ex: siding, trim, door, shutters, etc.

**Siding Replacements/Additions:** sample, colors of body and trim, spec sheet and location where siding shall be replaced.

**Retaining walls:** copy of survey with the wall indicated in a dark or bold line. Include details such as type of materials, colors and all dimensions.

**Driveways:** copy of survey with driveway showing any changes indicated along with thickness and how it will be finished.

**Door or Window Installation/Replacement:** picture or drawing with dimensions, materials, and color of trim.

**Lighting, Lawn or Home Ornaments, Any changes to the house or property:** picture or details with dimensions, colors, location, etc.

**Satellite Dishes:** include location of dish and letter from installer for location (if seen from the road)

You may mail this information to 1849 Data Drive, Suite 3, Hoover, AL 35244 or Fax it to us at (205) 403-8758, you may drop it off at our office Monday - Friday from 8:00 a.m. - 5:00 p.m. or E-mail it to April Molina at amolina@ppm-inc.biz