

River Hills Reserve
Board of Architectural Review
Application for Home Improvements

2233 Park Avenue, Suite 103

Orange Park, FL 32073

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To: River Hills Reserve (RHR) Board of Architectural Review (BAR)

From: Property Owner: _____

Mailing Address _____

Email Address _____

Contact Phone No. _____ **Secondary Phone No.** _____

Approval Requested for (Property Address): _____ Lot Number _____

Submitted By: _____ Phone No. _____

**NOTE: ALL requirements must be met before approval can be considered.
Failure to provide complete information may delay the process.**

Please check the appropriate selection(s) for which approval is being requested.

Home Improvement Required Documentation Checklist

Exterior Color Changes

- Attach color chip samples
- Specify body, trim and/or roof color(s)
- Color photo of home and neighbor's exterior

Fence Plan and Detail

- Current survey with fence location and gate locations shown (include dimensions)
- Denote type of fence to be installed with photo representation

Satellite Dish

- Current vendor survey showing possible location(s)
- Size of dish to be installed

Landscape Plan

- Current survey showing new landscaping location
- Identify types of plants, gallon size and approximate height at installation

PLEASE CHECK ONE OF THE SCREENROOM OR SUNROOM DESIGN OPTIONS:

- Screen Room / Screened Roof**
- Screen Room / Composite Roof**
- Sunroom / Composite Roof**
 - Current survey with drawing of improvement
 - Color photo or brochure of a sample finished product
 - Specify materials with samples, to include piece of aluminum & screen
 - Denote colors and finishes with samples
 - Color photo of area to be changed
 - Diagram with dimensions
 - Landscape plan to surround improvement. If a kick plate is to be installed then it must be screened from view of neighbors with landscaping.
 - If accessing from a property other than your own, include an approval letter from your neighbor. For example, if adding to concrete slab, how is the concrete getting to the rear of your property?
- Playground Equipment**
 - Copy of current survey showing location
 - Identify plantings, including type, gallon size and approximate height at installation OR fence options to screen the equipment from view.
 - Color photo or brochure representation of playground equipment
 - Denote color, height & materials
- Concrete Decorative Borders**
 - Current survey showing location
 - Color brochure or photo of design
 - Sample of color
- Pool Plan and Detail**
 - Current survey with location of pool and pool equipment shown
 - Show construction access survey
 - If accessing from a property other than your own, include an approval letter from your neighbor.
 - Color of decking and any materials to be used, must be submitted with samples
 - Landscape plan to screen pool equipment from view
- “Other” Requested Improvements** – Please note that any submittal (with the exception of an exterior color change only) will require a survey of your home showing the applicable changes. Colors and samples will also be required with the submittal.

Explain “Other” Requested Improvements: _____

Keep in mind, the more information you provide by the way of samples, pictures, brochures, etc. along with ALL the required information, will only aid the RHR BAR in making an informed decision.

Thank you for taking the time to present us with your application.

If samples have been supplied to the RHR BAR, they are required to be picked up no later than five days after final disposition or they will be discarded.

Homeowner Signature: _____

Date: _____