

**RIVERTON COMMUNITY ASSOCIATION
EXTERIOR CHANGE FORM - 100A**

Are you making any exterior changes or additions to your property?

Here are a few examples: AC unit, Basketball hoops, Borders for landscape, Driveway, Doors, Flagpoles, Fence, Front porch, Garage door, Garden (flower &/or vegetable), Gazebo, Painting (ex: trim, shutters, house, shed, etc.), Patio, Planting or removing tree/bush, Playset, Retaining wall, Roof, Shed, Roof, Walkway, Windows, etc.

Before starting any exterior changes or additions, please follow below steps:

1) Fill out form 100A

Important: On pg. 2 please make sure to fill out the estimated completion date of project, reason for changes/additions, measurements of project (ex: Patio 12 x 12), explanation of project and a drawn sketch.

2) Include the following with the form:

- a. Photos of area where the change/addition will take place.
Please note: You can print or email photos to assistant@rivertoncommunity.com.
- b. Survey map of your property
- c. Your neighbors' house colors *if* painting trim, shutters, house, etc.
- d. Your neighbors' approval letters *if* submitting a special request for privacy fence

3) Submit form & additional items to the office. Note: ARB reviews requests every other Friday. (Example: August 2, 16 & 30)

4) After the ARB meeting your request will be approved, disapproved or tabled.

Note: The office will contact you by the following Wednesday to review your application & will email a letter to the property owner.

5) Upon your approval, please go to Town Of Henrietta to obtain necessary permits.

Exception: If your project does not require a permit, omit this step.

6) Start your project & after your project is completed call the office (585) 359-2090.

Office will ask ARB to call you back to schedule a time for ARB to visit your location.
ARB will inspect completed project & take photos.

Please visit www.rivertoncommunity.com for complete list of ARB RULES

Deck: Use pressure-treated wood which must be a natural color or color complimentary to house.

Shed: Size not to exceed 144 sq. ft. Color of shed must be as close to house color as possible.

Picket Fence: This type of fence is allowed around your backyard and/or property lines.

Rules: White vinyl picket fence only with 1-2 inch spacing and height of 4 feet.

Privacy Fence: is allowed around your patio/deck if color matches house color or is neutral.

Privacy Fence around your backyard property lines are rarely approved. If you have a special request, please contact the office or review fence rules in the ARB Booklet.

Flower/Vegetable Garden (RCA Permit required)

For important details and rules regarding gardens, please see ARB rules on website.

Ex: Planting cannot exceed 4 ft. All materials must be store bought.

100A - EXTERIOR CHANGE APPLICATION

Your application is scheduled to be reviewed on _____ . (Next ARB meeting)

Name: _____

Address: _____

Phone #(s): _____

Email(s): _____

PROJECT NAME:

ESTIMATED DATE OF COMPLETION:

REASON FOR REQUEST:

MEASUREMENTS:

PROJECT EXPLANATION:

SKETCH/DIAGRAM of house, yard, and location of garden, deck, patio, etc.

OFFICE/ARB USE ONLY: (Circle)

Approved

Disapproved

Tabled

Signature: _____ Date: _____

Comments: _____