

## Appendix A **GENERAL**

### **A.1 DESIGN REVIEW APPLICATION CHECKLIST AND FORM**

Please direct any questions about a submittal to the Design Review Board (DRB).

Owners shall not rely on verbal approvals or indications from any person that Improvements will be approved by the DRB. The DRB shall attempt to either approve or disapprove in writing each complete request within fourteen (14) calendar days after receipt of the complete request. If a request is denied within such fourteen (14) calendar day period, then written denial shall be forwarded to the Owner stating the reason for denial. If the DRB requests additional information, then the fourteen (14) calendar day period will not commence until all required information has been submitted. It is an Owner's responsibility to make sure that a request and all additional information required for submittal is received by the DRB.

#### **SUBMITTAL CHECKLIST**

A comprehensive checklist of required submittal items is below. Please refer to Section 3 of the Design Guidelines for the submittal process.

#### **PRELIMINARY DESIGN SUBMISSIONS**

Each application for DRB review shall include the following items:

- ☐ Completed application form, in this document
- ☐ Completed Common Wall application form, (if applicable)
- ☐ Application fees
- ☐ Preliminary Design drawings including but not limited to:
  - ☐ Survey of existing conditions prepared by a registered land surveyor. For clarity, the Lot Exhibit provided by the Developer does not satisfy this requirement.
  - ☐ Site plan at a scale of 1"=10' minimum indicating the topography, setbacks, and all proposed Improvements, including but not limited to, Residential Units or Structures, pavilions, walls, terraces, walks, driveway, pool, primary landscape features, site walls, etc. In order to ensure the viability of the layout, the Applicant shall also indicate the proposed location of the propane tank (If any), pool equipment (If any).
  - ☐ Civil grading and drainage plans in draft form indicating drainage arrows, spot elevations, wall heights, drainage structures, etc. as intended by the Applicant in order to provide for an early assessment of any drainage challenges.
  - ☐ Floor plans at a scale of 1/8"=1'-0" minimum indicating all proposed Residential Units or Structures.
  - ☐ Exterior elevations at a scale of 1/8"=1'-0" minimum indicating every elevation for each of the proposed Residential Units or Structures. Site walls must be shown in order to allow for evaluation of heights. Indicate the proposed materials and colors. Indicate Building Setback Lines and Maximum Building Height lines tied to actual Pad elevation.
  - ☐ Roof plan at 1/8"=1'-0" minimum indicating all proposed Residential Units or Structures. Indicate the proposed materials and colors.

- ☐ Roof height analysis
- ☐ The Applicant shall indicate the location of site walls and topography within the first 15'-0" of immediately adjacent Lots on the submitted site plans, sections and elevations. The Applicant shall also include the Finish Floor heights, footing depths, mechanical equipment, and trash enclosures of these adjacent properties. This information, if available, shall be provided by the Havasu Riviera Community Association upon written request by the Applicant.
- ☐ Digital model indicating a three-dimensional representation of all proposed Improvements. Varying materials shall be indicated with varying colors. The Applicant shall include the boundaries of the site and indicate the topography. This model shall be provided in a format that allows the DRB to manipulate the views. Sketchup is the preferred software.

The Applicant shall submit:

- ☐ One (1) full size sets of all required documents
- ☐ One (1) reduced 8-1/2"x11" set of all required documents
- ☐ One (1) PDF digital copy of all required documents.
- ☐ A digital model (SketchUp is preferred)

The Applicant shall ensure that the documents provided are coordinated and complete. A submittal judged to be incomplete or uncoordinated will not be reviewed.

## FINAL DESIGN SUBMISSIONS

Each application for DRB review shall include the following items:

- ☐ Completed application form, in this document
- ☐ Completed Common Wall application form, (if applicable)
- ☐ Application fee
- ☐ A Response Letter indicating how each of the stipulations provided at the Preliminary Design Approval have been addressed. Indicate all substantial differences between the Approved Preliminary Submission and the Final Submission Documents.
- ☐ Complete construction drawings including but not limited to:
  - ☐ Civil grading and drainage plans stamped by registered civil engineer.
  - ☐ Floor plans and exterior elevations/sections (include Building Setback Lines and Maximum Building Height lines tied to actual Pad elevation), roof plans, mechanical plans, electrical plans, and plumbing plans.
  - ☐ Landscape plans with all proposed Improvements indicated including contouring, grading, plants, lighting, irrigation, hardscape elements, pools, spas, walls and fences.
  - ☐ Roof height analysis
- ☐ Submit the Colors and Materials Form along with a coordinated digital sample boards of all exterior materials, colors, and textures formatted to 8-1/2" x 11" or 11" x 17".
- ☐ Digital model indicating a three-dimensional representation of all proposed Improvements. Varying materials shall be indicated with varying colors. The Applicant shall include the boundaries of the site and indicate the

topography. This model shall be provided in a format that allows the DRB to manipulate the views. Sketchup is the preferred software.

The Applicant shall submit:

- ☐ One (1) full size sets of all required documents
- ☐ One (1) reduced 8-1/2"x11" set of all required documents
- ☐ One (1) PDF digital copy of all required documents
- ☐ The digital model (Sketchup is preferred)

The Applicant shall ensure that the documents provided are coordinated and complete. A submittal judged to be incomplete or uncoordinated will not be reviewed.

### **LANDSCAPE SUBMISSIONS**

A landscape submittal shall include the following, as applicable:

- ☐ All hardscape and plants (shown by symbol) displayed in the proposed locations
- ☐ Legend with plant material common and botanical names, quantities, and sizes
- ☐ Color and location of decorative rock and rip-rap
- ☐ Paver style and colors
- ☐ Decomposed granite size and color
- ☐ Location of all proposed landscape lighting; specify color and voltage; provide sample or color brochure

### **POOL AND/OR SPA SUBMISSION**

A pool and/or spa submittal shall include the following, as applicable:

- ☐ Decking color
- ☐ Tile color
- ☐ Specify pool grade: +/- 0 from finished floor elevation of home
- ☐ Show drainage
- ☐ Elevation drawings of pool or water feature to indicate height, width, length, color, and materials to be used.
- ☐ Pool equipment enclosure and gate exhibit

### **FEES, DEPOSITS, AND BONDS**

A list of required fees and deposits is below for reference. All fees listed are per Lot. Please refer to Section 3 of the Design Guidelines for detailed descriptions.

#### **DESIGN FEES**

New Home Design Review Fee	\$1,500.00
Landscape, Pool or Addition Design Review Fee	\$500.00
Incomplete Submittals / Additional Review Not Requested	\$500.00
Professional Consultant Fee	\$200/hour

#### **DEPOSITS, FEES, AND BONDS**

New Home Compliance Deposit	\$10,000.00
Landscape, Pool or Addition Compliance Deposit	\$5,000.00

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New Home Contractor Impact Fee	\$1,000
Owner/Contractor Performance Bond (if required)	\$15,000
Miscellaneous Fees	
Construction Compliance	\$1,000
<i>Two Exterior Material Reviews (sample wall and final);</i>	
<i>Two Inspections (framing and final)</i>	

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September 30<sup>th</sup>, 2022



**APPLICATION FOR DESIGN REVIEW**

Submit to:  
Havasut Riviera Community Association  
500 N Lake Havasu Ave. Ste. A104 Lake Havasu City, AZ 86403  
[amy@atmshoa.com](mailto:amy@atmshoa.com)

This form is to be used for all requests for Design Review. An application for Design Review must include the applicable submittal information set forth in this Appendix A.1 Design Review Checklist and Form, Section 3 of the Design Review Guidelines, and include all necessary fees outlined in this application.

DATE \_\_\_\_\_

PROJECT INFORMATION	
LOT	LOT OR UNIT # _____ NEIGHBORHOOD _____
	LOT ADDRESS _____
	OWNER NAME _____ OWNER PHONE # _____
APPLICANT	APPLICANT NAME _____ EMAIL _____
	MAILING ADDRESS _____
ARCHITECT	BUSINESS NAME _____
	ARCHITECT NAME _____ LICENSE#* _____ EXPIRES _____
	CONTACT PERSON _____ EMAIL _____
CONTRACTOR	BUSINESS NAME _____
	CONTRACTOR NAME _____ LICENSE#* _____ EXPIRES _____
	CONTACT PERSON _____ EMAIL _____
<i>*The DRB recommends that Owners use licensed contractors, architects, engineers, and other licensed professionals.</i>	
<b>DESCRIPTION OF PROPOSED IMPROVEMENTS</b> Provide a clear and comprehensive description of the Improvement(s) in detail and use additional pages and drawings as applicable.	

Each submittal should convey a clear and comprehensive description of the proposed Improvements and include all drawing and documents required by this Application Form and Checklist per Section 3 of the Design Review Guidelines.

Owner agrees to maintain all Improvement(s) on such Owner's Lot if approved by the DRB. If an Improvement is not maintained in accordance with the Maintenance Standard, the Havasu Riviera Community Association has the right to maintain the Improvement with the Owner bearing all costs. Owner agrees to comply with all Applicable Law and to obtain all necessary permits. Owner agrees not to begin construction of any proposed Improvement(s) until notified in writing of the DRB's approval.

\_\_\_\_\_  
Signature of Owner

\_\_\_\_\_  
Date

As Architect, I have read, understand, and comply with the Design Guidelines and the Declaration concerning design and construction in Riviera Lake Havasu.

\_\_\_\_\_  
Signature of Architect

\_\_\_\_\_  
Date

As Contractor, I have read, understand, and comply with the Design Guidelines and the Declaration concerning design and construction in Riviera Lake Havasu.

\_\_\_\_\_  
Signature of Contractor

\_\_\_\_\_  
Date

## A.2 SAMPLE WALL



### SAMPLE WALL SUBMITTAL FORM

Submit to:

Havasu Riviera Community Association

500 N Lake Havasu Ave. Ste. A104 Lake Havasu City, AZ 86403

[amy@atmshoa.com](mailto:amy@atmshoa.com)

This form is to be used for all requests for Sample Wall Review. An application for Sample Wall Submittal must include the applicable submittal information set forth in this Appendix A.2 Sample Wall Submittal Form, Section 3 of the Design Review Guidelines, and include all necessary fees outlined in the Appendix A.1 Design Review Checklist and Form.

DATE \_\_\_\_\_

PROJECT INFORMATION	
LOT	LOT OR UNIT # _____ NEIGHBORHOOD _____
	LOT ADDRESS _____
	OWNER NAME _____ OWNER PHONE # _____
ARCHITECT	BUSINESS NAME _____
	CONTACT PERSON _____ EMAIL _____
CONTRACTOR	BUSINESS NAME _____
	CONTACT PERSON _____ EMAIL _____

DESCRIPTION OF MATERIALS	
--------------------------	--

	MATERIAL	TEXTURE	CORNERS	PAINT COLOR		
				NAME	NUMBER	LRV
PRIMARY STUCCO						
SECONDARY STUCCO						

	MATERIAL	SUPPLIER/ MFR	JOINTS	CORNERS	CAPS & SILLS	OTHER NOTES
STONE						

	MATERIAL	SUPPLIER/MFR	COLOR	OTHER NOTES
OTHER WALL MATERIAL (IF APPLICABLE)				

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	MATERIAL	COLOR	OTHER NOTES
WOOD ELEMENTS			
FASCIAS			
COLUMNS			
HEADERS, SILLS, LINTELS			
SOFFITS AND EXTERIOR CEILINGS			
DECORATIVE METAL			

	MFR	MATERIAL	FRAMES	GLASS	GRIDS
WINDOWS					

	MATERIAL / MFR	COLOR	OTHER NOTES
DRIVEWAY			
PATIOS AND WALKING SURFACES			
NEGATIVE EDGE POOL TILE			
GARAGE DOOR			
YARD GATES			
OTHER (IF APPLICABLE)			

### A.3.1 FINISHED FLOOR FRAMING COMPLIANCE



#### AS-BUILT FINISHED FLOOR VERIFICATION

Submit to:

Havasu Riviera Community Association  
500 N Lake Havasu Ave. Ste. A104 Lake Havasu City, AZ 86403  
[amy@atmshoa.com](mailto:amy@atmshoa.com)

DATE \_\_\_\_\_

PROJECT INFORMATION	
LOT	LOT OR UNIT # _____ NEIGHBORHOOD _____ LOT ADDRESS _____ OWNER NAME _____ OWNER PHONE # _____
PERMIT	# _____
SURVEYOR	BUSINESS NAME _____ CONTACT PERSON _____ EMAIL _____

FLOOR ELEVATION VERIFICATION	
<b>SLAB ELEVATION(S) PER APPROVED PLAN</b>  _____  Date _____	<b>ACTUAL SLAB ELEVATION(S)</b>  _____  Date _____
I, _____, hereby certify that the actual slab elevation(s) is accurately indicated above.	
Seal, Signature & Date	



### A.3.2 SETBACK FRAMING COMPLIANCE



#### AS-BUILT SETBACK CERTIFICATION

Submit to:

Havasu Riviera Community Association  
500 N Lake Havasu Ave. Ste. A104 Lake Havasu City, AZ 86403  
[amy@atmshoa.com](mailto:amy@atmshoa.com)

DATE \_\_\_\_\_

PROJECT INFORMATION	
LOT	LOT OR UNIT # _____ NEIGHBORHOOD _____ LOT ADDRESS _____ OWNER NAME _____ OWNER PHONE # _____
PERMIT	# _____
SURVEYOR	BUSINESS NAME _____ CONTACT PERSON _____ EMAIL _____

SURVEYOR'S FIELD NOTES
Minimum setbacks and/or yards set forth in the City approved site plans are recorded as follows*: (Please check all that apply.)
From the northerly <input type="checkbox"/> northeasterly <input type="checkbox"/> northwesterly <input type="checkbox"/> lot line: _____ ft. (Plan) _____ (Actual)
From the southerly <input type="checkbox"/> southeasterly <input type="checkbox"/> southwesterly <input type="checkbox"/> lot line: _____ ft. (Plan) _____ (Actual)
From the easterly <input type="checkbox"/> lot line: _____ ft. (Plan) _____ (Actual)
From the westerly <input type="checkbox"/> lot line: _____ ft. (Plan) _____ (Actual)

SETBACK VERIFICATION	
I, _____, hereby certify that the actual setback distances are accurately indicated above.  _____ Civil Engineer / Land Surveyor (Print or Type)	Seal, Signature & Date

*\*Acceptance of the approved plans and the Setback Certification does not authorize any violation of the City's ordinance and/or codes. All Applicable City ordinances and codes must be met.*





## A.5 COMMON WALL APPLICATION CHECKLIST AND FORM



### COMMON WALL APPLICATION

Submit to:

Havasu Riviera Community Association

500 N Lake Havasu Ave. Ste. A104 Lake Havasu City, AZ 86403

[amy@atmshoa.com](mailto:amy@atmshoa.com)

DATE \_\_\_\_\_

PROJECT INFORMATION	
LOT	LOT OR UNIT # _____ NEIGHBORHOOD _____ LOT ADDRESS _____ OWNER NAME _____ OWNER PHONE # _____
PERMIT	# _____
ADJACENT LOT	LOT OR UNIT # _____ NEIGHBORHOOD _____ LOT ADDRESS _____ OWNER NAME _____ OWNER PHONE # _____

COMMON WALL AGREEMENT CHECKLIST
<p>The Applicant shall ensure that the documents provided are complete. An application judged to be incomplete or uncoordinated will not be reviewed. (Please check one the applies.)</p> <p><input type="checkbox"/> <b>Agreement Accepted by the adjacent owner</b> Attach a copy of the notarized City easement agreement for Common Wall to this application. <a href="https://www.lhcaz.gov/docs/default-source/departments/documents/gradingslopeandcommonretainingwalleasement.pdf?sfvrsn=e1992b7c_24">https://www.lhcaz.gov/docs/default-source/departments/documents/gradingslopeandcommonretainingwalleasement.pdf?sfvrsn=e1992b7c_24</a></p> <p><input type="checkbox"/> <b>Agreement Rejected by the adjacent owner</b> Attach documentation of the adjacent owner declining the City easement agreement for Common Wall to this application.</p> <p><input type="checkbox"/> <b>No Response to Agreement from Owner of neighboring Lot</b> Attach documentation of City easement agreement for Common Wall sent to adjacent owner via certified mail or email with read receipt.</p>

## A.6 FIELD CHANGE REQUEST FORM



### FIELD CHANGE REQUEST FORM

Submit to:

Havasu Riviera Community Association

500 N Lake Havasu Ave. Ste. A104 Lake Havasu City, AZ 86403

[amy@atmshoa.com](mailto:amy@atmshoa.com)

DATE \_\_\_\_\_

PROJECT INFORMATION	
LOT	LOT OR UNIT # _____ NEIGHBORHOOD _____ LOT ADDRESS _____ OWNER NAME _____ OWNER PHONE # _____
PERMIT	# _____
CONTRACTOR	BUSINESS NAME _____ CONTACT PERSON _____ EMAIL _____

PROPOSED MODIFICATION	
<b>DESCRIPTION OF PROPOSED MODIFICATION</b> Provide a clear and comprehensive description of the requested Field Change to the Approved Final Plan in detail and use additional pages and drawings as applicable. Applicant shall also list the reason[s] for which the Field Change is requested, noting any practical difficulties and perceived hardships.	
ATTACHMENTS	<input type="checkbox"/> EXHIBIT OF BASELINE IMPROVEMENT (APPROVED FINAL DESIGN) <input type="checkbox"/> EXHIBIT OF PROPOSED IMPROVEMENT

## A.7 PLAN VERIFICATION



### PLAN VERIFICATION

Submit to:

Havasu Riviera Community Association  
500 N Lake Havasu Ave. Ste. A104 Lake Havasu City, AZ 86403  
[amy@atmshoa.com](mailto:amy@atmshoa.com)

DATE \_\_\_\_\_

PROJECT INFORMATION	
LOT	LOT OR UNIT # _____ NEIGHBORHOOD _____ LOT ADDRESS _____ OWNER NAME _____ OWNER PHONE # _____
PERMIT	# _____

PLAN VERIFICATION	
The Owner/Applicant shall ensure that the documents submitted for City permit match the Final Plans approved by the Havasu Riviera Design Review Board.	
_____ Signature of Owner/Applicant	_____ Date
_____ Name of Owner/Applicant	