

RIO VISTA HOA ARCHITECTURAL REQUEST FORM

Request must be submitted at least thirty (30) days prior to beginning construction or improvement. Please submit your application with all required documents via email to: Info@montagecommunityservices.com. Once received you will receive verification of receipt. The approval process could take up to thirty (30) days per the associations governing documents. If you have any additional questions, please call 281-232-7659. You can also mail this form to: Rio Vista HOA, c/o Montage Community Services, 7002 Riverbrook Drive, Ste 400, Sugar Land, TX 77479

Association Name: _____

Name: _____ **Street Address:** _____

Phone Number: _____ **Email Address :** _____

The inclusion of an e-mail address authorizes the Architectural Control Committee to use electronic mail for official responses to this request.

The **Declaration of Covenants, Conditions and Restrictions** (the "Deed Restrictions") for the RIO VISTA HOMEOWNERS ASSOCIATION specifies that all improvements as defined in the Deed Restrictions must be approved in writing by the Architectural Control Committee before their improvement begins. To assist in your compliance with this restriction, complete this form and submit it with your plans and specifications for the proposed improvement.

The plans and specifications will not be considered complete without the following items:

- ☐ A **plot plan** or **survey** showing the location and dimensions of all existing and proposed improvements.
- ☐ Existing and finished **grades** and lot **drainage provisions** shall be indicated.
- ☐ The **structural design, exterior elevations, exterior materials, colors, textures and shapes** of all improvements described.
- ☐ Estimated **time frame for completion** of project: _____

APPROVAL REQUESTED :

- | | | | |
|--|--|---|--|
| <input type="checkbox"/> BASKETBALL GOAL | <input type="checkbox"/> FENCE | <input type="checkbox"/> LANDSCAPING | <input type="checkbox"/> PLAYScape |
| <input type="checkbox"/> IRRIGATION SYSTEM | <input type="checkbox"/> DECK | <input type="checkbox"/> DRIVEWAY EXTENSION | <input type="checkbox"/> EXT. PAINTING |
| <input type="checkbox"/> STORAGE SHED | <input type="checkbox"/> EXT. REMODELING | <input type="checkbox"/> SPORT COURT | <input type="checkbox"/> OTHER |

DESCRIPTION OF IMPROVEMENT:

ACC COMMITTEE RECOMMENDATION:

- ☐ **Approved** – Contingent upon the following criteria: ☐ **Not Approved** - Based on the following criteria:

PROPERTY OWNER SIGNATURE: _____

DATE: _____