



NextGen Community Management , LLC

RIVERBEND HOMEOWNERS ASSOCIATION ARC Approval Request Form

This request form is to be completed by the homeowner and submitted to the ARC for approval. No work may commence until the homeowner has been notified in writing of the approval by the committee. Please refer to your Declaration of Covenants, Conditions and Restrictions for information on the ARC.

***All applications must have the Homeowners affidavit disclaimer/release
PLUS vendor license and insurance attached.**

THIS SECTION TO BE COMPLETED BY HOMEOWNER

Date: _____

Name: _____

Property Address: _____ Lot #: _____

Phone: _____ Email Address: _____

GENERAL DESCRIPTION OF CHANGES TO BE CONSIDERED: _____

DETAILED DESCRIPTION: _____

LOCATION:

(**Attach** a copy of a survey map, site plan with a suitable diagram showing where the addition/change is located)

SPECIFICATIONS:

All applications must include detailed copies of plans, diagrams or pictures of materials to be used, paint/material color sample(s), landscape drawings showing changes or additions, etc.

Applications submitted without detailed specifications will not be reviewed.

All requests must conform to all local zoning and building regulations and include all necessary permits.

SECTION TO BE COMPLETED BY ARCHITECTURAL REVIEW COMMITTEE (BOARD)

REQUEST: Date Approved: _____ Date Denied: _____

BOARD MEMBER'S SIGNATURE: _____

COMMENTS: _____

HOMEOWNER'S AFFIDAVIT DISCLAIMER/RELEASE

I have read, understand, and agree to abide by the Covenants and Restrictions of the Association. In return for approval, I agree to be responsible for the following:

- Construction must be complete within sixty (60) days from the start of construction;
- All losses caused to others, including common areas, as a result of this undertaking, whether caused by me or others;
- To comply with all state and local building codes;
- Get approval from neighbor that abuts the proposed modification;
- To comply with the conditions of acceptance (if any);
- To complete the project according to the approved plans. If the modification is not completed as approved, said approval will be revoked and the modification shall be removed by the owner at the owner's expense;
- Applicant further acknowledges that drainage swales have been designed and established between homes (side yards) to carry storm water off the lot and to maintain positive drainage away from home. The Association and/or developer shall not be responsible for any effect that any proposed landscaping installation or construction may have on drainage. The applicant shall be responsible for all associated costs to restore drainage per original site survey;
- The Homeowner is responsible for any costs associated with irrigation modifications as a result of this alteration;
- Any soil disturbance with the potential to impact ponds, preserves, wetlands, conservation areas, street inlets, storm water conveyances, and/or area drains are to be protected by proper sediment and erosion controls.
- **The homeowner is responsible for ensuring that all areas affected by the project construction (i.e. landscaping, irrigation, common areas, etc.) are restored to their original condition. The homeowner will be notified of any deficiencies in writing and will be asked to correct any damages. Failing that, the homeowner is responsible for all costs necessary for the HOA to properly restore the area.**

All applications must have this affidavit disclaimer/release PLUS vendor license and insurance attached.

I also understand that the ARC does not review and assumes no responsibility for the structural adequacy, capacity or safety features of the proposed construction, alteration or addition; or for performance, workmanship or quality of work of any contractor or of the completed alteration or description.

I agree to abide by the decision of the Architectural Review Board or Board of Directors. If the modification is not completed as approved with the specifications submitted in this application and I refuse to correct or remove the modification, I may be subject to court action by the Association. In such event, I shall be responsible for all reasonable attorneys' fees.

Date

Signature of Homeowner

Requests Checklist

Resident Name _____

Address _____ Lot # _____

All items in checklist are required PRIOR to review.

	OWNER INITIALS	MANAGER INITIALS
ARC REQUEST	_____	_____
AFFIDAVIT	_____	_____
SURVEY WITH LOCATION	_____	_____
VENDOR INSURANCE	_____	_____
CONTRACTORS LICENSE	_____	_____
PHOTO OF AREA	_____	_____

NEIGHBORS SIGNATURE _____

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ASSOCIATION USE ONLY

Has this been approved in the past? Yes _____ No _____

Location Previous Approval Lot # _____ Address: _____ Date: _____

Manager's Signature _____

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Return completed form with all required attachments to:

NextGen Community Management

Mail to Address: 9410 Corkscrew Palms Circle #201, Estero FL 33928

Or send via email to: office@nextgcm.com