



# **RIVERSIDE HOMES**

## **Architectural Review Guidelines**

- All forms must be submitted ***BEFORE*** any roofing, fencing, structural or large-scale design projects are started on your property.
- Your plan must meet the approval of all of your direct neighbors. You must get the approval of the homeowner of every home site that is connected, regardless of separation via fence or other obstruction. If a neighbor rejects your design, we encourage conversation between you to resolve any design issues directly to expedite the process.
- Neither David Floyd & Associates, nor Riverside HOA, will be your agent when contacting your neighbors for approval. It is the sole responsibility of the home owner submitting the request to obtain approval and all documentation.
- It is in your best interest to record all transactions and communication with David Floyd & Associates and/or Riverside HOA via official means. If you build a structure or design project and the HOA decides it is in violation or that official process has not been followed, you may need to furnish said documentation.

Please furnish all requests for review, documentation, and questions to:

**David Floyd & Associates**  
**C/O Kim Raymer, Riverside HOA**  
**2400 Crestmoor Rd**  
**Nashville, TN 37215**  
**PHONE: 615-297-2824 FAX: 615-297-9340**  
**Email: KimRaymer@DFloydAsoc.com**

# RIVERSIDE HOMES

## ARCHITECTURAL IMPROVEMENT APPLICATION

### REVIEW & REQUEST FORM

DATE OF REQUEST: \_\_\_\_\_

LOT OWNER(S): \_\_\_\_\_

ADDRESS: \_\_\_\_\_

PHONE# \_\_\_\_\_

E-MAIL \_\_\_\_\_

Nature of Improvement: Location, Dimensions, Color (if applicable):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Construction Material(s) (if applicable):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Name of  
Contractor(s): \_\_\_\_\_

*The plans and specifications showing the nature, kind, shape, height, materials and location of same must be attached to this application, and all signature blanks must be complete. If approved, I agree to build in accordance with this application and the attached plans and specifications.*

Homeowner Signature: \_\_\_\_\_ Date: \_\_\_\_\_

# **ARCHITECTURAL IMPROVEMENT APPLICATION**

## **NEIGHBOR # 1 APPROVAL:**

NAME(s): \_\_\_\_\_

ADDRESS: \_\_\_\_\_

If approved, I (or we) have no objection to the above listed homeowner building in accordance with this application and the attached plans and specifications.

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

## **NEIGHBOR # 2 APPROVAL:**

NAME(s): \_\_\_\_\_

ADDRESS: \_\_\_\_\_

If approved, I (or we) have no objection to the above listed homeowner building in accordance with this application and the attached plans and specifications.

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

## **NEIGHBOR # 3 APPROVAL:**

NAME(s): \_\_\_\_\_

ADDRESS: \_\_\_\_\_

If approved, I (or we) have no objection to the above listed homeowner building in accordance with this application and the attached plans and specifications.

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

**Architectural Control Committee Approval & Denial Form**

**For Internal Use Only**

Approval Date: \_\_\_\_\_ Notice Sent: \_\_\_\_\_

Denial Date: \_\_\_\_\_ Notice Sent: \_\_\_\_\_

Reason(s):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**David Floyd & Associates:**

Signature: \_\_\_\_\_ Print: \_\_\_\_\_ Date: \_\_\_\_\_

Signature: \_\_\_\_\_ Print: \_\_\_\_\_ Date: \_\_\_\_\_

**Riverside HOA:**

Signature: \_\_\_\_\_ Print: \_\_\_\_\_ Date: \_\_\_\_\_

Signature: \_\_\_\_\_ Print: \_\_\_\_\_ Date: \_\_\_\_\_

Signature: \_\_\_\_\_ Print: \_\_\_\_\_ Date: \_\_\_\_\_

**Please Return Form To:**

**David Floyd & Associates  
c/o Kim Raymer, Riverside HOA  
2400 Crestmoor Rd  
Nashville, TN 37215  
PHONE: 615-297-2824 FAX: 615-297-9340  
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