



Architectural/Landscape Design Review Form (DRF) Submittal Instructions

Dear Homeowner:

Attached is an Architectural/Landscape Design Review Form (DRF). Hereafter referred to as **(DRF)**. Please consult the Covenants, Conditions, & Restrictions (CC&Rs) and Design Guidelines available online at www.riverhaven.us before making any modification plans. Complete the (DRF) with detailed information and provide clear and explicit descriptions of the changes or additions you wish to make to your property.

The Architectural/Landscape Design Review Form (DRF) must be completed BEFORE undertaking any improvements to your property exterior in accordance with CC&Rs Article 4.

Be as specific as possible in your request. The more information you can provide with the initial request (DRF) submittal, the more likely you are to receive a prompt decision to your improvement project. **Please include signatures from at least 3 neighbors that will be directly affected by your proposed change, forms lacking this will not be reviewed and a denial letter will be mailed to the owner as a response.**

Incomplete submittals will be denied.

When you have completed the (DRF), send it along with all required attachments to:

Mail

Cadden Community Management
Attn: Araceli Navarro, RVH
5225 West Massingale Rd.
Tucson, AZ 85743

OR

E-mail

A Navarro@cadden.com

The request will be forwarded to the Board of Directors and returned as soon as possible. The Board makes every attempt to consider your (DRF) and arrive at a decision within sixty (60) days from submittal.

If you have any questions concerning your **(DRF)** submittal, please contact me at (520) 297-0797 or by email at ANavarro@cadden.com.

Thank You,
Araceli Navarro

Attachment: Riverhaven Architectural/Landscape Design Review Form (DRF)

Rev 3/2023



Architectural/Landscape Design Review Form (DRF)

Date of Request _____ Owner _____ Lot Number _____

Street Address _____

Home Phone _____ E-mail Address _____

Description of Requested Modification (attach additional sheets as needed) _____

Color / Materials (attach sample if applicable) _____

Contractor & Contact Information (if applicable) _____

Required Attachments: **Incomplete (DRF) will be Denied**

- Plot Plan:** Site plan showing location/dimensions of requested modification, dwelling, and property lines.
- Elevation Plan:** Plan showing finished appearance of requested modification in relation to existing dwelling.
- Photograph:** Photograph(s) of the location for requested modification must accompany the submittal application. This will aid the Board in making a decision as quickly as possible.

I agree to comply with all applicable city and state laws, and to obtain all necessary permits. **I also agree not to begin work until I have been notified in writing of the Board of Director's decision, and to maintain all improvements - to their original condition.** The Board makes every attempt to consider (DRF)s and arrive at a decision within sixty (60) days from submittal. **All work will be completed within ninety (90) days from date of approval.** If the Board fails to respond to the Application within sixty (60) days of its receipt, the (DRF) shall be deemed denied.

Owner's Signature _____ Date _____

— THIS SECTION TO BE COMPLETED BY THE BOARD —

Date Received _____ Board Decision Approved Denied

Board Comments Reason for Denial Conditions for Approval:

Board Signature _____ Date _____