

**RIO VERDE RANCHOS  
PROPERTY OWNERS ASSOCIATION  
DESIGN REVIEW APPLICATION  
AND CONSTRUCTION AGREEMENT**

THE DESIGN REVIEW PROCESS IS AN AESTHETIC REVIEW ONLY AND DOES NOT  
CONSIDER STRUCTURAL ELEMENTS OR APPLICABLE BUILDING CODES.

GENERAL INFORMATION

LOT # \_\_\_\_\_

PROPERTY OWNER \_\_\_\_\_

ADDRESS \_\_\_\_\_

PHONE \_\_\_\_\_ FAX \_\_\_\_\_

CONTRACTOR \_\_\_\_\_ LICENSE # \_\_\_\_\_

CONTACT PERSON \_\_\_\_\_

ADDRESS \_\_\_\_\_

PHONE \_\_\_\_\_ FAX \_\_\_\_\_

ARCHITECT / DESIGNER \_\_\_\_\_

ADDRESS \_\_\_\_\_

PHONE \_\_\_\_\_ FAX \_\_\_\_\_

EACH SECTION OF THIS APPLICATION INCLUDES A CHECKLIST WHICH  
MUST BE COMPLETED BY THE OWNER. PLEASE BE SURE TO CHECK ONE BOX ON  
EACH LINE.

## REQUIRED PLANS

### 1. SITE PLAN

Two copies of a site plan to scale on minimum 24" by 36" paper must be submitted as a part of your application. The landscaping plan can be submitted separately or drawn onto the site plan.

	OWNER CHECKLIST	ACC CHECKLIST
	INCLUDED      NOT APPLICABLE	

THE SITE PLAN MUST INCLUDE THE FOLLOWING:

GRADING DETAILS	[ ]	[ ]	[ ]	
FINISH FLOOR & NATIVE GROUND ELEVATIONS	[ ]	[ ]	[ ]	
HOUSE LOCATION ON LOT & SETBACKS	[ ]	[ ]	[ ]	
DRIVEWAYS & ALL SLABS	[ ]	[ ]	[ ]	
DETACHED STRUCTURES (STORAGE, ETC.)	[ ]	[ ]	[ ]	
SATELLITE & COMMUNICATION EQUIPMENT	[ ]	[ ]	[ ]	
BOAT & RV STORAGE LOCATIONS	[ ]	[ ]	[ ]	
AIR CONDITIONING EQUIPMENT	[ ]	[ ]	[ ]	
FENCING / DOG RUNS	[ ]	[ ]	[ ]	
TENNIS / BALL COURTS	[ ]	[ ]	[ ]	
POOL & SPA LOCATIONS	[ ]	[ ]	[ ]	
COMPLETE LANDSCAPING PLAN	[ ]	[ ]	[ ]	
FLOOD PLAIN (lots 1 through 18)	[ ]	[ ]	[ ]	
WELL LOCATION	[ ]	[ ]	[ ]	
SEPTIC TANK LOCATION	[ ]	[ ]	[ ]	
ANY CHANGES TO IRRIGATION SYSTEM	[ ]	[ ]	[ ]	

APPROVED BY ACC: \_\_\_\_\_

DATE \_\_\_\_\_

## ELEVATIONS

Renderings of all structures must be submitted with elevations of all four sides. The elevations must be to scale and be on minimum 24" by 36" paper. Submit two copies.

OWNER CHECKLIST	ACC CHECKLIST
INCLUDED	NOT APPLICABLE

**THE ELEVATIONS MUST INCLUDE:**

ALL SIDES OF BUILDING	[ ]	[ ]	[ ]
ALL WINDOWS, DOORS / PATIOS / PROJECTIONS	[ ]	[ ]	[ ]
ALL CHIMNEYS / ROOFLINES	[ ]	[ ]	[ ]
STEMWALLS / PATIO SUPPORTS	[ ]	[ ]	[ ]
ALL MECHANICAL EQUIPMENT	[ ]	[ ]	[ ]
ROOF TURBINES	[ ]	[ ]	[ ]
GARAGE DOORS	[ ]	[ ]	[ ]
SCREENING FENCES	[ ]	[ ]	[ ]
STORAGE BUILDINGS	[ ]	[ ]	[ ]
LIST OF ALL EXTERIOR MATERIALS	[ ]	[ ]	[ ]

APPROVED BY ACC: \_\_\_\_\_ DATE \_\_\_\_\_

### 2. FLOOR PLANS

Floor plans for each structure must be to scale and be provided on minimum 24" by 36" paper. Submit two copies.

OWNER CHECKLIST	ACC CHECKLIST
INCLUDED	NOT APPLICABLE

**THE FLOOR PLANS MUST INCLUDE:**

ROOM LOCATIONS AND ALL DIMENSIONS	[ ]	[ ]	[ ]
MECHANICAL / HEATING / COOLING, ETC.	[ ]	[ ]	[ ]
WINDOW & DOOR DETAILS	[ ]	[ ]	[ ]
PATIOS & DECKS	[ ]	[ ]	[ ]

APPROVED BY ACC: \_\_\_\_\_ DATE \_\_\_\_\_

## MATERIAL SPECIFICATIONS

### 1. DRIVEWAYS

Indicate the type of finished surface your driveway will have. ABC is not acceptable. The surfaces described below are pre-approved. Provide specific information under "other" if you wish to submit something else for approval.

CONCRETE	[ ]
CHIP SEAL	[ ]
ASPHALT	[ ]
DECOMPOSED GRANITE	[ ]
OTHER _____	[ ]

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### 2. STEM WALLS

Exposed standard block or painted block are not acceptable. The surfaces described below are pre-approved. Provide specific information under "other" if you wish to submit something else for approval.

SPLITFACE BLOCK	[ ]
STONE VENEER	[ ]
STUCCO (submit paint color)	[ ]
WOOD FACED - PLEASE SUBMIT DETAIL	[ ]
OTHER _____	[ ]

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### 3. FENCING

Type of material, height and location of fencing must be approved by the Architectural Control Committee. Trash storage areas, air conditioning units, pools and unsightly areas must be screened. Please indicate the material you are using for the fences or screen walls you have shown on your site plan.

PIPE RAIL	[ ]
MASONRY WITH STUCCO	[ ]
STONE FENCING	[ ]
WOOD SLATS	[ ]
WROUGHT IRON - COLOR: _____	[ ]

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4. EXTERIOR LIGHTING

If you intend to use exterior lighting, other than normal wall mounted entry and patio lighting, complete details must be submitted. Indicate the type of lighting below and show the location of the light fixtures on the site plan. Security lighting (other than wall mounted photocell type lights) and lighting for night time recreation areas will not be approved.

I DO NOT INTEND TO USE OUTDOOR LIGHTING [ ]

I WISH TO USE OUTDOOR LIGHTING AS DESCRIBED BELOW AND HAVE SHOWN THE LOCATION ON MY SITE PLAN. [ ]

TYPE: \_\_\_\_\_

BRAND: \_\_\_\_\_

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5. ROOFING

Indicate the type of roofing material you will use. If asphalt shingles are to be used, they must be Architectural Composite Minimum 300# shingles and may not be white or reflective colors. The following roof materials are pre-approved, except as to color. Provide specific information under other if you wish to submit something else for approval. Indicate the color, brand and model of the material you intend to use.

ARCHITECTURAL COMPOSITE ASPHALT SHINGLE [ ]

MINIMUM 300# [ ]

STANDING SEAM METAL ROOF [ ]

CONCRETE TILE [ ]

SLATE [ ]

OTHER \_\_\_\_\_ [ ]

BRAND \_\_\_\_\_ COLOR \_\_\_\_\_

Samples of your roofing material will be required if the product has not been previously approved. Brands of asphalt shingles which are pre-approved include Elk Prestique, Tanko American Heritage Series, Owens-Corning Oak Ridge II Series, or Genstar High Sierra.

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6. WINDOWS

Indicate the type of windows you intend to use. If aluminum, they must be painted or bronze anodized. Stainless steel, polished aluminum or other shiny metal may not be used. Provide a brochure from the window manufacturer together with a color sample or color indicated in the brochure.

- WOOD WINDOWS [ ]
- ALUMINUM CLAD WOOD WINDOWS [ ]
- VINYL CLAD ALUMINUM [ ]
- PAINTED ALUMINUM WINDOWS [ ]
- OTHER \_\_\_\_\_ [ ]

COLOR: \_\_\_\_\_  
 BRAND: \_\_\_\_\_  
 STYLE: \_\_\_\_\_

PLEASE SUBMIT PICTURE OR BROCHURE.

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7. DOORS

Indicate the type of exterior doors you intend to use. We recommend solid core wood doors with a stain finish.

MATERIAL: \_\_\_\_\_  
 COLOR: \_\_\_\_\_  
 BRAND: \_\_\_\_\_  
 STYLE: \_\_\_\_\_

PLEASE SUBMIT PICTURE OR BROCHURE.

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8. GARAGE DOORS

Indicate the type of garage doors you will use. We recommend wood or metal doors with raised panels and window lites. Galvanized or other high gloss surfaces will not be approved.

BRAND: \_\_\_\_\_  
 STYLE: \_\_\_\_\_  
 MATERIAL: \_\_\_\_\_  
 COLOR: \_\_\_\_\_

PLEASE SUBMIT PICTURE OR BROCHURE.

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9. SIDING

Indicate the type of siding you will use. If you intend to use a manufactured siding, include complete information under other. ColorLoc Textured Lap by Masonite and Hardi Plank are pre-approved. If you intend to use something other than a pre-approved siding, include a sample with your submittal. Aluminum siding is not acceptable. Several types of wood siding with a vinyl finish are acceptable. Vinyl siding without wood backing is not acceptable. T-111 is not acceptable for siding but is acceptable for soffit material.

- STUCCO [ ]
- BRICK [ ]
- ½" MIN. SHIPLAP WOOD SIDING – Pine or Cedar [ ]
- ½" MIN. TONGUE & GROOVE SIDING – Pine or Cedar [ ]
- BOARD AND BAT – Pine and Cedar [ ]
- STONE VENEER [ ]
- OTHER \_\_\_\_\_ [ ]
- COLOR: \_\_\_\_\_
- BRAND: \_\_\_\_\_
- STYLE: \_\_\_\_\_

Indicate how your siding will be finished and provide a color chip. All paint must be flat or low sheen. If you are using different colors on different portions of any structure, indicate the colors on your plans. If you are using one color on the entire exterior, simply fill in the information below and provide the color sample.

- STAIN [ ]
- COLOR: \_\_\_\_\_
- PAINT [ ]
- COLOR: \_\_\_\_\_

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10. TRIM

Indicate the type of trim you will be using and the color. Provide a paint chip or indicate that the color is the same as the siding.

- WOOD PAINTED [ ]
- WOOD STAIN TO MATCH EXTERIOR SIDING [ ]
- OTHER \_\_\_\_\_ [ ]
- COLOR: \_\_\_\_\_
- BRAND: \_\_\_\_\_
- STYLE: \_\_\_\_\_

APPROVED BY ACC: \_\_\_\_\_ DATE \_\_\_\_\_

11. PATIOS & DECKS

Please indicate how your patios and decks will be built. Show complete construction details on your building plans including information on how the outside will be finished, details on railing and column supports. Please check as many of the following as are applicable. If you have more than one patio or deck and they are constructed differently, make a copy of this page and submit separate information for each patio.

CONSTRUCTION IS SLAB ON GRADE  [ ]  
CONSTRUCTION IS RAISED WOOD STRUCTURE  [ ]  
SIDING WILL MATCH HOUSE  [ ]  
ROOFING WILL MATCH HOUSE  [ ]  
COLUMNS ARE WOOD  [ ]  
COLUMNS AND STEM WALLS ARE CONCRETE BLOCK SURFACED IN:  
SPLIT FACE  [ ] STUCCO  [ ] STONE VENEER  [ ] WOOD  [ ]  
LATTICE WILL BE INSTALLED TO CONCEAL THE AREA BELOW PATIO  [ ]

APPROVED BY ACC: \_\_\_\_\_ DATE \_\_\_\_\_

12. OTHER BUILDINGS

All other buildings must be shown on the site plan and renderings must be provided. Use a copy of this form to provide all of the same information on each additional building which was provided for the home. Architecture and exterior materials of additional buildings should match the main structure. Other buildings include detached garages, barns, guest houses, sheds, gazebos, carports and any other structure.

THIS APPLICATION DOES NOT INCLUDE ANY BUILDINGS OTHER THAN THE HOME  [ ]

I AM CONSTRUCTING OTHER BUILDINGS, HAVE SHOWN THEM ON THE SITE PLAN AND HAVE INCLUDED A SEPARATE APPLICATION FORM FOR EACH  [ ]

OTHER BUILDING #1 IS A \_\_\_\_\_

OTHER BUILDING #2 IS A \_\_\_\_\_

OTHER BUILDING #3 IS A \_\_\_\_\_

APPROVED BY ACC: \_\_\_\_\_ DATE \_\_\_\_\_

### 13. CULVERTS AND TEMPORARY DRIVEWAYS

No construction may be started on any lot until the owner has installed a driveway with a culvert and has installed a rock, cinder, gravel or paved surface on the driveway for a minimum of fifty feet onto the lot. Failure to do so can cause a couple of immediate problems. If a culvert is not installed, the drainage ditch is blocked and the water overflows into the street when it rains. When the ground is wet and there is no gravel drive installed, mud can be carried hundreds of feet up the road, which is the owner's responsibility to clean up. Culvert sizing is determined by the Town (local ordinance) and a permit is required before installation. Culvert ends should be finished in river run, concrete or nature rock.

### 14. SIGNS

Pursuant to the CC&Rs, owners are allowed to place a 'for sale' sign on their property. Offsite signs are not permitted. The sign should be removed immediately on completion of the sale. During the construction of a home, a single sign with the name of the general contractor or owner may be installed. Additional signs for sub contractors are not permitted. Construction signs must be removed immediately upon completion of the project.

### 15. CONSTRUCTION DEPOSIT – **NOT REQUIRED PER BOARD POLICY**

No construction of a residence may be started until the property owner has deposited the sum of \$ 1,500 with the Association which will be fully refundable to the property owner on completion of all construction including landscaping, provided that the construction is per approved plan, damage to adjacent properties, and the road have been repaired and construction debris has been cleaned up. If any damage is not repaired by the property owner within thirty (30) days after the repairs are requested, the Association may do so and use the deposit to pay for the work. If the deposit is inadequate to cover the cost of the work, the property owner shall immediately pay the shortage to the Association. Your check for the construction deposit should be made payable to Rio Verde Ranchos Property Owners Association.

### 16. MISCELLANEOUS

No construction equipment or materials may be left in the street. This includes dumpsters and portable toilets. Please contain all construction materials and equipment on the site.

### 17. SOIL CONDITIONS

Since the subdivision is adjacent to the Verde River, all of the soil is alluvial in nature and can vary widely from sand and gravel to pockets of clay. The clay is expansive in nature and can cause structural problems if footers and foundations are not properly designed. **Be sure to advise your architect of these conditions.**

### 18. FEMA DESIGNATED FLOOD PLAIN

Lots 1 through 18 have portions of the lot lying within the FEMA Designated Flood Plain and foundations for the homes on these lots must be at or above a specific elevation which is determined by the Yavapai County Hydrologist. Consult your sales person for specific information on building elevations for these lots. Lots 19 through 34 are not in the FEMA -Designated Flood Plain and homes can be built at any elevation on these lots, subject to the restrictions contained in the property owners association CC&Rs and town zoning regulations.

**SUBMITTAL CHECKLIST**

A COMPLETE SUBMITTAL INCLUDES:

- COMPLETED APPLICATION [ ]
- TWO COPIES OF SITE PLAN [ ]
- TWO COPIES OF ELEVATIONS [ ]
- TWO COPIES OF FLOOR PLANS [ ]
- ROOFING MATERIAL SAMPLE IF REQUIRED [ ]
- SIDING SAMPLE IF REQUIRED [ ]
- STAIN & PAINT COLOR SAMPLES [ ]
- GARAGE DOOR PICTURE / BROCHURE & INFO [ ]
- WINDOW BROCHURE & COLOR [ ]
- DOOR PICTURE/ BROCHURE & INFO [ ]

Please send/submit your completed application form together with all required plans and materials:

**Rio Verde Ranchos POA  
PO Box 4425  
Camp Verde, Arizona 86322**

Upon final approval of your application, a written approval will be forwarded to you together with an approved copy of the plans.

After receipt of the written approval you will submit your plans and a copy of the written approval from the Committee to the Town in order to obtain a building permit. In addition to the building permit you will need to obtain a permit to install a culvert and construct your driveway. This work must be completed before you start construction of your home.

**OWNERS AGREEMENT**

I hereby represent that I have read, understand and agree to all of the terms and conditions of this Design Review Application and Construction Agreement. As the owner of the property, I represent that this is an accurate and complete description of all construction details and that construction will be completed as described herein. I agree to submit a written application-for any changes I decide to make and agree not to proceed with the changes until approval is obtained.

\_\_\_\_\_  
Property Owner

\_\_\_\_\_  
Date

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