

# SUBMISSION PROCEDURE FOR RIVER OAKS COVENANT APPROVAL

Revised 10/26/21

Dear Future River Oaks' Homeowner:

The River Oaks Homeowners' Association (ROA) is delighted that you have purchased a lot in the River Oaks Subdivision, and will soon join our vibrant community with the construction of a new home. The Association is strongly committed to enforcement of the subdivisions' covenants to ensure that all of our home values are maintained, and hopefully, enhanced.

The Association's Plan Review & Compliance Committee (PR&CC) is tasked with the responsibility to review building plans for aesthetic purposes and in conjunction with a professional review from JBA Architects, to make recommendations to the trustees for approval of plans. To help streamline the approval process, PR&CC has developed the attached "River Oaks Plan Submittal Checklist."

To start the approval process, the following will need to be submitted to the ROA trustees:

1. A complete set of scanned construction drawings for your new home, with all the information listed on the "River Oaks Plan Submittal Checklist," by e-mail to **RiverOaksHOAHeath@gmail.com**, along with a completed and signed checklist.
2. Samples of house materials (shingles, siding, etc.) as outlined in the checklist. (Trustees reserve the right to ask for physical samples over pictures as needed)
3. A check for \$750 to cover plan review expenses for covenant compliance. (Your check in the amount of \$750 should be made payable to the **River Oaks Association, Inc.**)

Once a complete submission is received by the trustees, plans will be turned over to JBA Architects for further review to ensure compliance with the appropriate phase covenants. This process and a verification of the building size, plan, and setback compliances by a civil engineer require a payment of \$750. If the plans require additional reviews, further expenses could be incurred.

The Board of Trustees has ten (10) days (Phase 8 - "10 business days") following the receipt from a lot owner of the \$750, a complete electronic set of plans to include the River Oaks Plan Submittal Checklist, and appropriate building material samples as outlined in the checklist below, to conduct the review. The ten-day (10) review period begins on the date the complete set is received. **Note: Partial submittals will not be accepted or deemed complete.**

By his/her submission, the property owner acknowledges that he/she has received and read the Protective Covenants & Building Restrictions applicable to his/her Phase of the River Oaks subdivision, including any amendments, and states that, to the best of his/her knowledge, the plans submitted are in compliance with the requirements of those Protective Covenants & Building Restrictions. (RiverOaksDevelopment.org)

I have received the Plan Review package from the River Oaks Homeowners' Association, and agree to abide by the established requirements prior to the start of construction.

Property Owner(s) (signature) \_\_\_\_\_ Date \_\_\_\_\_

Property Owner(s) (signature) \_\_\_\_\_ Date \_\_\_\_\_

Property Owners' Full Names (Print) \_\_\_\_\_

Owners Mailing Address \_\_\_\_\_

Owners Phone(s) # \_\_\_\_\_ Owner(s) E-mail \_\_\_\_\_

Property Address \_\_\_\_\_ Lot # \_\_\_\_\_ Phase # \_\_\_\_\_

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Owner(s) Initials

## River Oaks Plan Submittal Checklist

Plans must comply with the River Oaks Covenants (RiverOaksDevelopment.org).

The name of the individual responsible for designing, engineering and drawing the plans should be clearly noted on every page of the set of construction documents.

All plans shall be drawn to scale. Indicate scale on plans.

### Site Plan – Items to include:

- Property lines including length and direction
- River Oaks Lot #
- Physical address
- Footprint of dwelling
- Location of dwelling on lot including all setback dimensions
- Location, width and material selection of driveway and sidewalk(s)
- Locate and identify decks, porches and exterior stairs
- List storm water routing and piping
- Show direction of surface water runoff
- Location of air conditioner (must be on side or rear of dwelling)
- Location of utility service laterals
- Document electrical service capacity (200 amps minimum)
- Exterior lighting
- Show the location of all easements.

### Landscape Plan – Items to include:

- Property lines
- Footprint of dwelling
- Location and width of driveway and sidewalks
- Location of A/C (Phase 8 requires hiding with landscape screening)
- Identify planting bed(s) size and location
- Locate plant material including plant type and size
- Identify retaining walls and landscape features including materials

### Elevation Drawings – Items to include:

- Front, rear and side elevations
- All elevations to include dwellings window and door openings
- Show the size of all windows and doors and locate by dimension.
- List pitch of all roof(s)
- Show all decks and porches including proposed materials
- Delineate all exterior building materials on elevations including manufacture, colors - provide samples or pictures for siding, trim, stone or brick, and shingles
- Indicate the percent of brick or stone to be used on front (See covenant requirements)
- Indicate proposed grade on all elevations
- All exposed foundation areas shall be limited to 16 inches of exposure
- Indicate the location of the house address per City of Heath Fire Code
- Exterior lighting (provide picture)
- Show finish floor lines, elevation with respect to the building grade levels and dimension the floor to floor and floor to roof heights.
- Show the “overall” building height from grade level to peak of roof.
- Show downspouts

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**Floor Plans** – Items to include:

- Square Footage of Living Space
- Foundation Plan
- First Floor Plan
- Second Floor Plan (if applicable)
- Dimensions all wall, window and door locations
- List all room designations
- List total square footage of living area
- Show all columns, posts and foundation pad sizes as well as wall thicknesses.
- Show all framing members, joists, trusses, direction, size, and location on floor plans or on separate framing plans. If shown on floor plans, show the framing of the floor or roof directly above.

**Section Drawing(s)** – Items to include:

- Footing and foundation size including material
- Floor joist, wall framing and roof framing details
- Identify all framing sizes, direction and materials used.
- Show wall thicknesses, floor to floor and floor to roof dimensions and floor and roof bearing elevations.

To the best of my knowledge, the submitted plans include all the information required on the River Oaks Plan Submittal Checklist and meet all the covenant requirements for my phase.

\_\_\_\_\_  
Owner(s) Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Owner(s) Signature

\_\_\_\_\_  
Date

<b>River Oaks Association, Inc.</b>		
By: _____, Trustee		Date _____
Construction Plans & Check Received: _____	Check #: _____	Date _____