



## ARCHITECTURAL MODIFICATIONS

### **MUST INCLUDE:**

- ALL REQUIRED DOCUMENTS (Follow the Checklist)
- ALL SUBMISSIONS REQUIRE A CURRENT PICTURE OF YOUR HOME
- CONTRACTOR LICENSE and CERTIFICATE OF INSURANCE (COI) and Workers Compensation or exemption letter
  - OR HOMEOWNER'S INSURANCE (If work being done by Homeowner)

**Please submit COMPLETED ARC in person at the front desk, or via email to**

**[Rivillages@campbellproperty.com](mailto:Rivillages@campbellproperty.com) not through the Vantaca portal.**

**INCOMPLETE APPLICATIONS WILL NOT BE REVIEWED OR SENT TO THE BOARD FOR APPROVAL!**

**Estimated approval time is 30 days per Association for a maximum 60 days.**

**Riviera Isles**  
C/O Campbell Property Management  
5055 SW 171st Ave.  
Miramar, FL 33027

**ARCHITECTURAL MODIFICATION INSTRUCTIONS**

Please adhere to the following instructions when submitting an Architectural Request. Please reply directly to this email and attach all required information in a completed condition.

1. Fill out the attached application
2. Attach the license of the contractor doing the work with an expiration date later than the project completion date
3. Attach any plans and specifications
4. Attach pictures or sketches if relevant
5. Attach any other required items as outlined in the application form
6. Attach the Certificate of Insurance from the contractor doing the work outlining GL, Auto, and Workers Comp insurance with the following listed as the Certificate Holder:

**Riviera Isles C/O Campbell Property  
Management**

**5055 SW 171st Ave Miramar, FL 33027**

**Additional Requirements:**

- Security Deposit Requirement: \$500.00 or \$150.00
- Security Deposit Instructions Depending on the work being performed, either a \$150 or \$500 ARC Deposit check or money order must be submitted with the application. The check or money order should be payable to **Riviera Isles Master Association, Inc.**
- Community Pre-Approved Materials: Please see ARC guidelines for pre-approved materials.

Sincerely,

Campbell Property Management on behalf of Riviera Isles

**REQUEST TO ARCHITECTURAL REVIEW COMMITTEE  
FOR APPROVAL TO MODIFY PROPERTY**

To be filled in by applicant (PLEASE PRINT):

NAME OF OWNER(S) \_\_\_\_\_

MAILING ADDRESS \_\_\_\_\_

Acct# \_\_\_\_\_

NAME OF COMMUNITY \_\_\_\_\_

VILLAGE \_\_\_\_\_

MODEL TYPE \_\_\_\_\_

TELEPHONE \_\_\_\_\_

EMAIL \_\_\_\_\_

☐ Both HOA's Paid In Full    Balances: Master: \$ \_\_\_\_\_ Village: \$ \_\_\_\_\_    Deposit Amount: \_\_\_\_\_    Dep Check#: \_\_\_\_\_

In accordance with requirements of the Architectural Review Committee of the Declaration of Covenants, Restrictions and Easements of the Master Association Documents and/or the requirements of the Village Association to which I belong, I hereby request approval for the following modification: **(Describe here the MODIFICATION REQUESTED)**

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

**BY SIGNING THIS DOCUMENT YOU ENSURE THAT ALL REQUIRED DOCUMENTS ARE SUBMITTED WITH THIS APPLICATION.**

Applicant's Signature \_\_\_\_\_

Date \_\_\_\_\_

**INSTRUCTIONS**

1. Complete all items. Sign where required above. Submit all copies to the village Association. They will forward it to the Master Association for further review.
2. Please consult the Association documents for proper approval procedures.
3. One complete set of plans and specifications prepared by an architect, landscape architect, engineer or other qualified person shall be attached to this application along with hired contractors business license and certificate of liability insurance.
4. Information contained in those plans and specifications must show the nature, kind, shape, height, materials, color scheme and location of the required change or alteration, depending on the type of modification requested and listed above under the modification request.
5. One copy of the final Lot Survey indicating the location and dimensions of the proposed modifications are also to be attached.
6. As a condition precedent to granting any request for a change, alteration or addition, the applicant, his heirs and assignee, hereby assumes sole responsibility for the repair, maintenance or replacement of any such addition, alteration, or change and shall indemnify and hold each Association harmless from and against all claims, causes of action and expenses (including attorneys' fees) made against each Association in connection with, or as a result of, the modification to be performed under this request.
7. The applicant assumes all responsibility for any infringement on or interference with existing facilities and easements on the property.
8. An approval or denial for each applicable Association will be delivered within 30 days after that Association's receipt of this request together with all required materials.
9. Approval of this request does not constitute approval of the structural integrity or building code conformance of the requested modification, and is intended solely to maintain harmonious visual aesthetics within the community.
10. All applicable governmental permits or approvals must be obtained by the applicant and a copy furnished to the Architectural Review Committee after work is completed.
11. OWNER MUST REQUEST SECURITY DEPOSIT REFUND WHEN CONDITIONALLY APPROVED WORK IS COMPLETED.

**VILLAGE ASSOCIATION ACTION TAKEN**

Your request is **APPROVED** \_\_\_\_\_ **CONDITIONALLY APPROVED** \_\_\_\_\_ **DISAPPROVED** \_\_\_\_\_ **INCOMPLETE** \_\_\_\_\_

The following additional information is required or approval is conditioned upon:

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

By: \_\_\_\_\_

(Name of Village Association)

Signature \_\_\_\_\_

Date \_\_\_\_\_

**MASTER ASSOCIATION ACTION TAKEN**

Your request is **APPROVED** \_\_\_\_\_ **CONDITIONALLY APPROVED** \_\_\_\_\_ **DISAPPROVED** \_\_\_\_\_ **INCOMPLETE** \_\_\_\_\_

The following additional information is required or approval is conditioned upon:

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

By: \_\_\_\_\_

(Name of Master Association)

Signature \_\_\_\_\_

Date \_\_\_\_\_

**Riviera Isles**  
**Architectural Review Checklist**

*Please print clearly*

Name: \_\_\_\_\_ Village: \_\_\_\_\_

Address: \_\_\_\_\_ Phone Number: (    ) \_\_\_\_\_ - \_\_\_\_\_ Alt: (    ) \_\_\_\_\_ - \_\_\_\_\_

- Deposits must be check or money order made out to RIMA (Riviera Isles Master Association).
- \$150.00 or \$500.00 deposit is refundable after 30 days of request. When requesting inspection and return of deposit for a completed project, proof of final permit is required and approval from South Broward Drainage District (where applicable) is needed.
- **A copy of the vendor's business license and Certificate of Insurance is required. The certificate must list Riviera Isles as the additional certificate holder. See below.**
  - **Riviera Isles**  
**C/O Campbell Property Management**  
**5055 SW 171<sup>st</sup> Avenue**  
**Miramar, Florida 33027**
- If the work is being completed by owner, proof of Homeowner's insurance is required.
- ALL SUBMISSIONS REQUIRE A CURRENT PICTURE OF YOUR HOME.

**Address Signs**

- ☐ \$150.00 Deposit
- ☐ Color
- ☐ Style
- ☐ Location – current picture of area to be modified
- ☐ Picture – sample of modification

**Awnings**

- ☐ \$150.00 Deposit
- ☐ 1 Copy of your property survey (highlight area of modification)
- ☐ Color
- ☐ Dimensions
- ☐ Style
- ☐ Location – current picture of area to be modified
- ☐ Picture – sample of modification

**Basketball Hoops**

- ☐ \$150.00 Deposit
- ☐ 1 Copy of your property survey  
(Highlight area of modification)
- ☐ Dimensions
- ☐ Style
- ☐ Location – current picture of area to be modified
- ☐ Picture – sample of modification

**Concrete Landscape Borders**

- ☐ \$150.00 Deposit
- ☐ 1 Copy of your property survey (highlight area of modification)
- ☐ Color
- ☐ Dimension
- ☐ Style
- ☐ Location – current picture of area to be modified
- ☐ Picture – sample of modification

**Doors/Windows**

*Will your door have glass? Please circle: Yes or No*

*If Yes, please choose one of the choices below*

*And make sure to write it on the ARC form.*

- ☐ *I will install track for shutters.*
- ☐ *I will have impact resistant glass and door.*

- ☐ \$150.00 Deposit
- ☐ Product Notice of Approval (NOA)  
From Miami-Dade
- ☐ Picture of front door (existing and new if applicable)
- ☐ Color
- ☐ Dimensions
- ☐ Style
- ☐ Location – current picture of area to be modified

**Driveways/Driveway Expansions**

- ☐ \$500.00 Deposit
- ☐ 1 Copy of your property survey (highlight area of modification)
- ☐ Color
- ☐ Style (concrete stamp or pavers)
- ☐ Picture of pavers (existing and new if applicable)

**Flag Poles**

- ☐ \$150.00 Deposit
- ☐ 1 Copy of your property survey (highlight area of modification)
- ☐ Color
- ☐ Dimensions
- ☐ Style
- ☐ Location – current picture of area to be modified
- ☐ Picture - sample of modification

**Fencing**

- ☐ \$500.00 Deposit
- ☐ 1 Copy of your property survey  
(highlight area of modification)
- ☐ Picture – sample of modification
- ☐ Color    ☐ Height
- ☐ Style (ex. Picket, vinyl, shadow box)
- ☐ Type (ex. Aluminum, PVC, Wood)
- ☐ Location – current picture of area to be modified

**Fountain/Statues**

- ☐ \$150.00 Deposit
- ☐ 1 Copy of your property survey (highlight area of modification)
- ☐ Color
- ☐ Dimensions
- ☐ Style
- ☐ Location – current picture of area to be modified
- ☐ Picture - sample of modification

**Gazebos/Pergolas**

- ☐ \$500.00 Deposit
- ☐ 1 Copy of your property survey  
(Highlight area of modification)
- ☐ Color
- ☐ Dimensions
- ☐ Style
- ☐ Location – current picture of area to be modified
- ☐ Picture – sample of modification

**Generators/Propane Tanks**

- ☐ \$500.00 Deposit
- ☐ 1 Copy of your property survey  
(Highlight area of modification)
- ☐ Style
- ☐ Location – current picture of area to be modified
- ☐ Picture – sample of modification

**Gutters**

- ☐ \$150.00 Deposit
- ☐ Color
- ☐ Style
- ☐ Location – current picture of area to be modified
- ☐ Picture – sample of modification

**Lake Erosion**

- ☐ \$500.00 Deposit
- ☐ 1 Copy of your property survey  
(highlight area of modification)
- ☐ Style
- ☐ RipRap    ☐ Sox

**Painting**

- ☐ \$150.00 Deposit
- ☐ Colors – List Body, Trim & Door
- ☐ Swatches / Print selected Scheme
- ☐ Color picture of your house (showing roof tiles and driveway)

**Patio Slabs/Pavers**

- ☐ \$500.00 Deposit
- ☐ 1 Copy of your property survey  
(Highlight area of modification)
- ☐ Color
- ☐ Dimensions
- ☐ Style
- ☐ Location – current picture of area to be modified
- ☐ Picture – sample of modification

**Play Sets**

- ☐ \$500.00 Deposit
- ☐ 1 Copy of your property survey  
(highlight area of modification)
- ☐ Dimensions
- ☐ Style
- ☐ Location – current picture of area to be modified
- ☐ Picture – sample of modification

**Ponds/Waterfalls**

- ☐ \$150.00 Deposit
- ☐ 1 Copy of your property survey  
(Highlight area of modification)
- ☐ Dimensions
- ☐ Style
- ☐ Location – current picture of area to be modified
- ☐ Picture – sample of modification

**Pools**

- ☐ \$500.00 Deposit
- ☐ 1 Copy of your property survey  
(Highlight area of modification)
- ☐ Dimensions
- ☐ Style
- ☐ Location – current picture of area to be modified
- ☐ Picture – sample of modification

**Roof (re-roof or stain)**

- ☐ \$500.00 Deposit
- ☐ Dimensions
- ☐ Style/Type and Color
- ☐ Picture and sample of proposed tile or stain color
- ☐ Product Notice of Approval (NOA) from Miami-Dade
- ☐ Color picture of your house (showing roof tiles and driveway)

**Satellite Dishes**

- ☐ \$150.00 Deposit
- ☐ 1 Copy of your property survey  
(Highlight area of modification)
- ☐ Location – current picture of area to be modified
- ☐ Picture – sample of modification

**Screen Enclosures**

- ☐ \$500.00 Deposit
- ☐ 1 Copy of your property survey  
(Highlight area of modification)
- ☐ Color
- ☐ Dimensions
- ☐ Style
- ☐ Location – current picture of area to be modified
- ☐ Picture – sample of modification

**Shutters**

- ☐ \$500.00 Deposit
- ☐ Product Notice of Approval (NOA) from Miami-Dade
- ☐ Color
- ☐ Style
- ☐ Location - current picture of area to be modified
- ☐ Picture – sample of modification

**Solar Panels**

- ☐ \$500.00 Deposit
- ☐ Dimensions
- ☐ Style
- ☐ Location – Vendors contract (showing layout)
- ☐ Picture – sample of modification

### **Storage Sheds**

- ☐ \$150.00 Deposit
- ☐ 1 Copy of your property survey  
(Highlight area of modification)
- ☐ Color
- ☐ Dimensions
- ☐ Style
- ☐ Location – current picture of area to be modified
- ☐ Picture – sample of modification

### **Trees**

- ☐ \$150.00 Deposit
- ☐ 1 Copy of your property survey  
(Highlight area of modification)
- ☐ Location – current picture of area to be modified
- ☐ Picture – sample of modification

### **Tiki Huts**

- ☐ \$500.00 Deposit
- ☐ 1 Copy of your property survey  
(Highlight area of modification)
- ☐ Dimensions
- ☐ Style
- ☐ Location – current picture of area to be modified
- ☐ Picture – sample of modification

### **Water Filtration/Softeners**

- ☐ \$150.00 Deposit
- ☐ 1 Copy of your property survey  
(Highlight area of modification)
- ☐ Location – current picture of area to be modified
- ☐ Picture – sample of modification

### **Window Film**

- ☐ \$150.00 Deposit
- ☐ Color
- ☐ Location – current picture of area to be modified
- ☐ Picture – sample of modification

### **Other Improvement (modification not listed)**

- ☐ \$\_\_\_\_\_ Deposit
- ☐ Complete improvement description:

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