

***SUBMITTAL CHECKLIST***  
***LANDSCAPE/HARDSCAPE***  
***DESIGN REVIEW COMMITTEE APPLICATION***  
***RIVERWALK VISTA COMMUNITY ASSOCIATION***

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*(Owner to Complete)*

This checklist must be completed by the owner and must be attached to the Design Review Committee Application. Failure to complete and include this checklist constitutes an incomplete submittal. The DRC will return all incomplete submittals without review.

A description of what must be included on each of the drawings required below may be found in the Design Review Guidelines.

**PART I - ALL IMPROVEMENTS**

This section lists the submittal requirements for **all Improvements** that must be included with any and all submittal requests. Per the Association CC&R's - Improvements mean any structure and any appurtenance thereto including a building, walkway, irrigation system, controlled access facility, recreational facility, road, driveway, parking area, alley, fence, any type of wall, awning, patio, porch, deck, any type of landscaping and planting, antenna, poles, signs, air conditioning and water softener fixture or equipment. The DRC may identify additional items that are Improvements.

- Completed Design Review Committee Application– Exhibit 'A' (2 pages)
- Signed Neighbor Awareness Form – Exhibit 'B'
- Submittal Checklist
- Photo(s) of entire front, back and side yards of residence identifying architectural style & color scheme prior to improvements.
- Plot Plan (minimum 1/4" = 1'-0" for 1/4" scale) – **3 SETS** (with neighbor initials and address)
- Improvement Security Deposit Fee of \$150.00 – Exhibit 'D' (Payable to Riverwalk Vista Community Association)
- Design Review Fee of \$100.00 is required** – Exhibit 'E' (Payable to Riverwalk Vista Community Association)

**PART II - LANDSCAPE IMPROVEMENTS**

This part must be completed by all applicants for improvements involving all landscaping in any yard (i.e.: plant material, hardscape, spa or pool, fences and walls).

- Part I submittal requirements
- Landscape Plan (may be included on plot plan)

**PART III - EXTERIOR IMPROVEMENTS**

This part must be completed for exterior alterations including trellis and sunshades, gazebos, balcony, window and door treatment, and exterior color or material changes.

- Part I submittal requirements
- Exterior Elevations
- Floor Plans (in the case of detached structures such as gazebos, floor plans may be included on the plot plan)

**PART IV - SPACE IMPROVEMENTS**

This part must be completed for space improvements such as room additions, large decks and room conversions affecting the exterior appearance of the home. **COMPLETE SPACE IMPROVEMENT DESIGN REVIEW APPLICATION AND INCLUDE THE FOLLOWING ITEMS.**

- Exterior Elevations
- Roof Plan
- Building Section(s)

**EXHIBIT "A"**  
**LANDSCAPE/HARDSCAPE**  
**DESIGN REVIEW COMMITTEE APPLICATION**  
**RIVERWALK VISTA COMMUNITY ASSOCIATION**

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*(Owner to Complete)*

Please complete this request form, the submittal checklist form and attach **THREE (3)** copies of your proposed improvement plans. **Incomplete applications will not be considered and will be returned.** To assure prompt consideration, review all submittal materials for completeness before sending them to the Design Review Committee:

Mail or deliver to: Riverwalk Vista Community Association Design Review Committee  
c/o Action Property Management  
1250 Corona Pointe Ct, Ste 404  
Corona, CA 92879

From: \_\_\_\_\_ Date: \_\_\_\_\_  
Owner

\_\_\_\_\_  
Mailing Address City Zip  
( ) \_\_\_\_\_  
Area Code Home Phone Number Area Code Work Phone Number

Property Address: \_\_\_\_\_

Email Address: \_\_\_\_\_

Architect, Engineer or Owner's Representative: (if applicable)

\_\_\_\_\_  
Contact Company Name  
Address: \_\_\_\_\_  
Phone #: \_\_\_\_\_

**Type of Work:** *(Check all that are appropriate)*

- |  |   |   |  |
|--|---|---|--|
| <input type="checkbox"/> Room Addition               | <input type="checkbox"/> Sundeck or Balcony | <input type="checkbox"/> Attached Patio Cover         | <input type="checkbox"/> Gazebo              |
| <input type="checkbox"/> Spa                         | <input type="checkbox"/> Swimming Pool      | <input type="checkbox"/> Pond, Fountain, Waterfall    | <input type="checkbox"/> Fire Pit, Fireplace |
| <input type="checkbox"/> Barbecue                    | <input type="checkbox"/> Drainage System    | <input type="checkbox"/> Fence, Screen Wall, Gate     | <input type="checkbox"/> Trellis, Arbor      |
| <input type="checkbox"/> Front Yard                  | <input type="checkbox"/> Rear Yard          | <input type="checkbox"/> Planter, Retaining Wall      | <input type="checkbox"/> Seat Wall           |
| <input type="checkbox"/> Tubular Steel               | <input type="checkbox"/> Driveway Widening  | <input type="checkbox"/> Irrigation                   | <input type="checkbox"/> Planting            |
| <input type="checkbox"/> Exterior Low Voltage Lights |   | <input type="checkbox"/> Exterior High Voltage Lights |  |
| <input type="checkbox"/> Satellite Dish              |   | <input type="checkbox"/> Other                        |  |

THE REVIEW AND/OR APPROVAL OF ANY PLANS, IMPROVEMENTS, CONCEPTS, CONSTRUCTION, ETC. BY THE DESIGN REVIEW COMMITTEE IS PERFORMED FOR THE SOLE PURPOSE OF DETERMINING CONFORMANCE WITH THE CC&R's AND THE DESIGN REVIEW GUIDELINES AND DOES NOT CONSTITUTE REVIEW OR APPROVAL OF PLANS WITH RESPECT TO CONFORMANCE WITH ANY APPLICABLE GOVERNING CODES AND ORDINANCES NOR STRUCTURAL STABILITY OR SUITABILITY.

*Mail To: Action Property Management, Inc., 1250 Corona Pointe Ct, Ste 404, Corona, CA 92879*

**EXHIBIT "A" – PAGE 2**  
**LANDSCAPE/HARDSCAPE**  
**DESIGN REVIEW COMMITTEE APPLICATION**  
**RIVERWALK VISTA COMMUNITY ASSOCIATION**

(Owner to Complete)

**I understand and agree and warrant that:**

1. No work or improvement may commence until written approval of the Design Review Committee has been received.
2. The "General Conditions of Approval" section of the Design Review Guidelines applies to any approval.
3. The plans and specifications submitted in connection with this application do not violate any governing provision of law, including, but not limited to, the Fair Employment and Housing Act (California Government Code Section 12900 *et seq.*), or a building code or other applicable law governing land use or public safety.

SIGNATURE: \_\_\_\_\_ Date \_\_\_\_\_  
Owner

***(Do Not Write Below Line. This is to Be Completed By Design Review Committee Only)***

**Consultant Review Recommendation:**

Submittal

**NOT APPROVED**

- |                          |                          |                          |  |
|--------------------------|--------------------------|--------------------------|--|
| 1 <sup>st</sup>          | 2 <sup>nd</sup>          | 3 <sup>rd</sup>          |  |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Incomplete Submittal                   |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Require Additional Information         |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Appearance Evaluation Review Checklist |

Submittal

**APPROVED WITH CONDITIONS**

- |                          |                          |                          |  |
|--------------------------|--------------------------|--------------------------|--|
| 1 <sup>st</sup>          | 2 <sup>nd</sup>          | 3 <sup>rd</sup>          |  |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Community CC&R's                       |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Notes on Plans                         |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Appearance Evaluation Review Checklist |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Letter Dated _____                     |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Completion of Neighbor Awareness Form  |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Completion of DRC Application Form     |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Other _____                            |

**Consultant Signature:**

\_\_\_\_\_  
 Signature (1<sup>st</sup> Submittal)

\_\_\_\_\_  
 Date

\_\_\_\_\_  
 Signature (2<sup>nd</sup> Submittal)

\_\_\_\_\_  
 Date

\_\_\_\_\_  
 Signature (3<sup>rd</sup> Submittal)

\_\_\_\_\_  
 Date

**EXHIBIT "B"**  
**LANDSCAPE/HARDSCAPE**  
**NEIGHBOR AWARENESS FORM**  
**RIVERWALK VISTA COMMUNITY ASSOCIATION**

*(Owner to Complete)*

**NEIGHBOR AWARENESS** - The intent is to notify your neighbors who own property adjacent to your lot (property) line or unit of the improvement you are proposing. Neighbors must sign this form and may add their comments or concerns in the space provided below OR may independently submit their comments or concerns in writing. **Each neighbor must also initial each set of plans (every sheet of a multiple sheet plan).**

Immediate Neighbor – Rear of Home

\_\_\_\_\_

Name

\_\_\_\_\_

Address

\_\_\_\_\_

Signature

Immediate Neighbor – Rear of Home

\_\_\_\_\_

Name

\_\_\_\_\_

Address

\_\_\_\_\_

Signature

Immediate Neighbor – Side of Home

\_\_\_\_\_

Name

\_\_\_\_\_

Address

\_\_\_\_\_

Signature

**YOUR HOME**

\_\_\_\_\_

Name

\_\_\_\_\_

Address

Immediate Neighbor – Side of Home

\_\_\_\_\_

Name

\_\_\_\_\_

Address

\_\_\_\_\_

Signature

Immediate Neighbor – Front of Home

\_\_\_\_\_

Name

\_\_\_\_\_

Address

\_\_\_\_\_

Signature

Immediate Neighbor – Front of Home

\_\_\_\_\_

Name

\_\_\_\_\_

Address

\_\_\_\_\_

Signature

NEIGHBOR CONCERNS OR COMMENTS:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**EXHIBIT "C"**  
**NOTICE OF COMPLETION FORM &**  
**REQUEST FOR SECURITY DEPOSIT REFUND**  
**RIVERWALK VISTA COMMUNITY ASSOCIATION**

Today's Date: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_      Tract #: \_\_\_\_\_      Lot #: \_\_\_\_\_

Address Where Work Took Place: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Daytime Phone: (\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_      Evening Phone: (\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

Email Address: \_\_\_\_\_

Notice is hereby given that the undersigned is the owner of the property where the work took place and that the work was completed on the date specified below:

Date Work Was Completed: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

Applicant's Name: \_\_\_\_\_      Applicant's Signature: \_\_\_\_\_

*(Please Print)*

Please provide the following documents in order that the Notice of Completion may be reviewed.

Photographs of all works of improvement completed on the property.

Copy of approved plans

*(Do Not Write Below Line. This is to be completed by Design Review Committee Only)*

**Committee Comments:**

Submittal

NOT APPROVED

1 <sup>st</sup>	2 <sup>nd</sup>	3 <sup>rd</sup>	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Incomplete Submittal
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Require Additional Information
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Appearance Evaluation Review

Submittal

APPROVED WITH CONDITIONS

1 <sup>st</sup>	2 <sup>nd</sup>	3 <sup>rd</sup>	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Community CC&R's
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Notes on Plans
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Appearance Evaluation Review Checklist
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Letter Dated _____
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Completion of Neighbor Awareness Form
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Completion of DRC Application Form
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Other _____

**Consultant Signature:**

Signature (1<sup>st</sup> Submittal)

Date

\_\_\_\_\_  
Signature (2<sup>nd</sup> Submittal)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature (3<sup>rd</sup> Submittal)

\_\_\_\_\_  
Date

**EXHIBIT "D"**  
**LANDSCAPE/HARDSCAPE**  
**CHECK SUBMITTAL FORM**  
RIVERWALK VISTA COMMUNITY ASSOCIATION

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ARCHITECTURAL  
REVIEW  
FEE  
(\$100.00)

Staple Check Here  
Make Check Payable:  
Riverwalk Vista Community Association

IMPROVEMENT  
SECURITY  
DEPOSIT  
(\$150.00)

Staple Check Here  
Make Check Out To:  
Riverwalk Vista Community Association

**NAME:** \_\_\_\_\_

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

\_\_\_\_\_

**PHONE:** \_\_\_\_\_

**EMAIL:** \_\_\_\_\_

*EXHIBIT “E”*  
***SIDE AND REAR YARD FENCE STANDARD***  
RIVERWALK VISTA COMMUNITY ASSOCIATION

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*(Suggested)*

No “double” or side by side fences may be constructed by two adjacent property owners. Therefore, in the event that you are considering the installation of a side yard wall/fence extension, each adjacent neighbor must complete the neighbor comment portion of the Application for consideration by the DRC.

### **Rear Yard Fence**

Shall be constructed of tubular steel and may be three (3) or four (4) feet in height. Other materials shall not be considered.

Top and bottom rail shall be 1 ¼”.

Posts shall be 1 ½”.

Pickets shall be 5/8”.

In the event that a stucco column is desired along the rear property line, columns shall be spaced a minimum of fifteen (15) from each other. Any such column shall be painted to match the tubular steel.

Decorative rear yard fence designs within the Gatehouse neighborhood must be maintained by homeowner. Fences are to be painted to match color scheme of house.

### **Side Yard Fence**

Extensions of the developer installed privacy wall are limited to a maximum of four (4) feet in height.

Side yard fence extensions shall be constructed of tubular steel fencing in conformance with the rear yard fence standard or shall match the developer installed block wall in material and color. In the event that a side yard fence/wall constructed of a combination of block and tubular steel is desired, the total height is limited to a maximum of four (4) feet in height. For example, rather than a four-foot high block or tubular steel fence, a two-foot block wall with a two-foot tubular steel fence on top would be acceptable.

Please refer to item #6 under rear yard fence standard if a stucco column is part of your side yard fence extension.

Side yard fences at end lot condition must retain the assigned design installed by Declarant.

*EXHIBIT "F"*  
**BACKYARD DRAINAGE STANDARD**  
RIVERWALK VISTA COMMUNITY ASSOCIATION

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*STANDARD BACKYARD DRAINAGE PLAN (DESIGNED BY AN ENGINEER SHOWING THE EXIT POINT OF THE DRAINAGE AT THE STREET WITH APPROPRIATE POP UP DESIGN.)*

