



Homeowner: \_\_\_\_\_ Phone: \_\_\_\_\_

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

Location of Improvement: \_\_\_\_\_ E-mail: \_\_\_\_\_

**HOME IMPROVEMENT REQUEST**

In accordance with the Declaration of Covenants, Conditions, and Restrictions and Design Guidelines, application hereby made for review and approval of the following described improvements.

(Provide a description of your improvement below, attach another sheet of paper if needed.)

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

**In addition to this application the following items are required for submittal:**

**One Set of Plans:** The plans will need to show the following (where applicable) - site plan, floor plan, exterior elevations, roof design, exterior materials and finishes, landscaping plan and such other items as may be needed to reflect the character and dimensions of the improvements.

**Summary:** Written statement summarizing setback, height and square footage of proposed construction, how these numbers compare with the requirements, and whether any variance request are made.

It is hereby understood and agreed that approval of this application by a reviewer does not constitute approval as to compliance with applicable North Carolina law or Town of Clayton ordinances.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**The application process may take up to 45 days.**

If the application is incomplete, the reviewer will notify the applicant as to the needed documents and the application will not be further considered until receipt of these materials.

**AGENT SUBMITTAL**

*\*If you are an agent submitting on behalf of the owner, please complete the following:*

Agents Name: \_\_\_\_\_

Company Name: \_\_\_\_\_

Type of Agent: \_\_\_\_\_

Contact #: \_\_\_\_\_

**BASKETBALL & TRAMPOLINE REQUEST**

Permanent  Portable

Location: \_\_\_\_\_

Left Side Neighbor: \_\_\_\_\_

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

Signature: \_\_\_\_\_

Right Side Neighbor: \_\_\_\_\_

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

Signature: \_\_\_\_\_

**MAIL TO:** Community Association  
400 Riverwood Drive Clayton, NC 27527

**DROP-OFF:** Drop box located on brick entrance  
380 Riverwood Drive, Riverwood Golf Club Community

**FOR OFFICE USE ONLY:**

**ARB Board:**  Approved  Approved as noted  Disapproved Signed: \_\_\_\_\_ Received by: \_\_\_\_\_

**Developer:**  Approved  Approved as noted  Disapproved Signed: \_\_\_\_\_ Date: \_\_\_\_\_

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