

River Oaks Association Porch Approval Worksheet

Revised 2.16.22

Plan Submission – A picture or artist’s rendition of the porch must be submitted to the River Oaks Association Trustees at RiverOaksHOAHeath@gmail.com along with a drawing(s) that includes the lot lines, location of existing structures including the proposed location of the porch with dimensions, along with a dimension to the closest setback line. A wall section and foundation details must also be included. If current drainage will be affected indicate with arrows the direction of runoff after the proposed grading has been completed.

1. **Initial Plan Review** – The Plan Review and Compliance Committee (PR&CC) will review the submission and recommend to the trustees either approval or rejection of the project.
2. **Trustee Review** - If approved by the PR&CC and trustees, the submitter will receive an email noting approval from the trustees. If rejected, an email will be sent to the submitter, no more than 10 days (Phase 8 – “10 business days”) from the date a **complete set of plans** was submitted explaining the reason for the rejection.
3. **Installation** - property owners will have **60** days to complete the construction as approved or approval will be considered rescinded and any partial construction required to be removed from the lot.

Porch Checklist - Indicate on the drawing:

____ Contact information: Name _____ Mailing Address _____
Lot # ____ Phase # ____ Phone # _____, E-mail _____
____ Manufacturer _____, Style _____
____ Color _____ (Same color as house or a complementary color)
____ Materials _____ (Suitable for outside application)
____ Porch will be _____' x _____' (Should be proportionate to house)
____ Roof pitch (A minimum of 5/12)
____ Shingles (Must match existing on house)
____ Foundation detail
____ Direction of water runoff if drainage is affected

Notes:

- Lot pins must be identified before approval can be given.
- Have you called OUPS at 1-800-362-2764 to check for underground utilities?
- Property owner is responsible for contacting the Licking County Building Code Department and the City of Heath Building & Zoning Department to obtain any and all permits necessary for the construction of the submitted project. All drawings and information submitted for the permitting process shall be included as part of the submittal to the River Oaks PR&CC.

Owner's Signature: _____ Date: _____