

River Oaks Association Deck, Patio, Balcony Approval Worksheet

Revised 2.16.22

Plan Submission – A picture or artist’s rendition of the deck, patio or balcony must be submitted to the River Oaks Association Trustees at RiverOaksHOAHeath@gmail.com along with a drawing that includes the lot lines, location of existing structures including the proposed location of the deck, patio or balcony with dimensions, along with a dimension to the closest setback line, and a foundation detail. 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- Property owners will have **60** days to complete the construction as approved or approval will be considered rescinded and any partial construction required to be removed from the lot.

Deck, Patio, Balcony 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)
___ Deck, patio, or balcony will be _____’ x _____’ (Should be proportionate to 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: _____