



**Rio Vista Community Association, Inc.**

P.O. Box 254  
St. Michael's MD 21663

A Deed Restricted Community Incorporated in 1954

**Architectural Review Committee Appeals Process**

**(ONLY COMPLETE THIS FORM IF APPEALING A DENIED OR MODIFIED DECISION)**

The Board of Governors has developed the following process for reviewing Appeals dealing with the Architectural Review and Approval Process. Residents are encouraged to resolve issues with the Architectural Review Committee before following this Appeals Process.

1. A Construction Approval Request Form must be completed and submitted to the Architectural Committee.
  - a. The Architectural Review Committee (ARC) may request additional information or deny the request if the Form is incomplete.
2. An Appeal may be heard if the Architectural Review Committee rejects the request, or approves the request with modifications *or conditions that is not acceptable to the property owner*,
3. The resident should complete the form below and attach it to the NOT Approved or Approval with Modification Form signed by the Architectural Review Committee Chairperson.
4. The Form and the accompanying materials should include:
  - a. Signed Construction Approval Request Form
  - b. Plans that were submitted with the form
  - c. Completed Appeals Form below
5. The Form is sent to [RVCAarchitectural@gmail.com](mailto:RVCAarchitectural@gmail.com) with copy to [RVCAInformation@gmail.com](mailto:RVCAInformation@gmail.com)
6. The Committee shall prepare and present the Appeal to the Board of Governors
  - a. "Will Appear in Person" box must be checked below, if you want to present your appeal in person.
  - b. A form must be submitted in advance and you will receive notice of when the Appeal will be addressed.
7. Decisions by the Board of Governors are final.

<b>Submitted by</b>	<b>Owner(s):</b>		<b>Contractor:</b>	
	Mailing Address:		Contact:	
	City, State ZIP:		Address:	
	Phone:		City, State ZIP:	
	Email:		Phone:	
	CARF #:		Email:	
<b>Location of the Work</b>		Street:	Property abuts Calvert Ave. <input type="checkbox"/>	
Estimated Construction Cost	\$	<b>Please check HERE if WATERFRONT</b> <input type="checkbox"/>		
Date Work to Begin:		Estimated Date of Occupancy/Use:		
<b>Rationale / Support</b>	ARC Action:	<input type="checkbox"/> <b>Not Approved</b> <input type="checkbox"/> <b>Approved with Modifications</b>	Date	
			Will Appear in Person	<input type="checkbox"/> <b>Yes</b> <input type="checkbox"/> <b>No</b>
	Please provide rationale and documentation to support your Appeal below (attach additional pages as needed):			