



**ARCHITECTURAL APPLICATION FORM**

2701 N Tenaya Way, Suite 130, Las Vegas, NV 89128

P: 702-990-9707 | E: arc@lasvegashoa.com

www.lasvegashoa.com

**ANY INCOMPLETE SUBMITTAL PACKAGE WILL DELAY THE REVIEW PROCESS AND/OR MAY CAUSE YOUR APPLICATION TO BE AUTOMATICALLY REJECTED**

Unit Owners Name:			
Property Address:			
Mailing Address:			
Primary Phone Number:		Email Address:	

**IMPROVEMENT DETAILS**

I hereby request Architectural Review Committee approval of the following improvements to my property. Please print clearly, use applicable house plan printout (if available), list all improvements and show all dimensions. Show distances from property lines, paint color chips (if applicable), and submit **DETAILED DRAWING/S**, use a separate sheet of paper if you need more room:

- Antenna & Satellite Dishes
- Exterior Lighting Installation
- Exterior Painting
- Landscaping Modification
- New Construction or Installation
- Patio & Gazebo Installation
- Pool & Spa Installation
- Security Doors & Windows
- Solar Panels
- Other: \_\_\_\_\_

**HELPFUL CHECKLIST**

- Full Application Form
- County and/or Building Permits
- Original Submittal and Plans/Sketches
- Use of Common Street for Storage of Materials or Use of Construction Equipment Deposit/Bond Check
- Use of Dumpster/POD Deposit/Bond Check
- Number of Days Equipment and/or Dumpster will be on the street: \_\_\_\_\_ days
- Neighboring/Adjacent Property's signatures and approval letter if build constitutes changes to a party wall or fence

**DESCRIPTION**


**COLORS**


**SIGNATURE PAGE (ON THIRD PAGE) AND ADDITIONAL PAGES TO FOLLOW**

**TO THE BEST OF MY KNOWLEDGE, THE INFORMATION PROVIDED IS ACCURATE, TRUE, AND COMPLETE. BY SIGNING THIS FORM, I AGREE AND UNDERSTAND THAT ALL ELECTRONIC SIGNATURES ARE THE SAME AS MY MANUAL/HANDWRITTEN SIGNATURE AND THAT I CONSENT TO BE LEGALLY BOUND BY IT.**



**FORM INSTRUCTIONS AND INFORMATION**

- Pursuant to the provisions of the CC&R's, detailed drawings and descriptions, site plans, specifications, topographic elevations, drainage plans and requests for approval must be submitted to the ARC Committee and/or Board of Directors for approval.
- Streets must be protected with protective sheeting if used for stockpiling or work. The homeowner is responsible for the costs to repair any damage done to the blacktop/street/gutter/sidewalk. Only the assigned vendor is approved to perform street repairs. Management will obtain bids to repair and will schedule the repairs. The minimum cost of repair is \$850.00.
- Bonds and Deposits may be required for your proposed build. Amounts may vary. All bonds and deposits are refundable after inspection and verification that no common area damages have occurred. Please contact our office to ensure that you do not require a bond/deposit for your project.
- Architectural Completion Form: Form must be completed in its entirety. The Architectural Request Completion Form must be submitted within 30 days of completion of the stated project.
- Plans, Permits, and Bonds: Plans include elevation drawings of the improvement, size and types of materials to be used, a site plan depicting the improvement on the lot and in conjunction with property lines, the residence, and any other existing pertinent improvements. Accurate dimensions (height, length, width) must be shown. Exterior colors and finishes must be specified. Permits required by the City/County (i.e. pools, buildings additions, etc.) must be included. Should planned improvements require the removal or temporary removal of any exterior wall, a Designated Bond may be required. If a Bond is required it must be received by HOA Management prior to the commencement of any installation. Bonds are held in the name of the Association. If the Bond is insufficient to repair all such damage, then the additional cost and any related cost shall be assessed against the Homeowner as a Special Assessment.
- Landscape Plans: Landscape plans must be drawn to depict the lot, residence, property lines, existing walls, and fences. Landscape materials, such as sod, tree and shrub types and sized must be called out, as well as their location. Irrigation and lighting must be shown. Samples of decorative rock or the size and color of the rock must be included. Proposed hard scape areas (driveways, parking areas and sidewalks) must be shown.
- Material Samples: Color paint chips, type of rock to be used, pictures of gazebos, pools, patio covers and spas should accompany the detailed drawings when available.
- All forms must be signed and submitted with this application.

THE IMPROVEMENTS WILL BE CONSTRUCTED BY:			
Company Name:		Primary Phone Number:	
Company Address:			
THE ARCHITECT/OWNER'S REPRESENTATIVE IS:			
Name:		Primary Phone Number:	
Mailing Address:			

I will comply with all applicable Federal, State, and local laws, codes, regulations and requirements in connection with this work. I will obtain any necessary governmental permits and approvals for the work. I understand and agree that the Association, its Board of Directors, its agent and the committee have no responsibility with respect to such compliance and that the board of directors' or its designated committee's approval of this request shall not be understood as the making of any representation or warranty that the plans, specifications, or work comply with any law, code, regulation or governmental requirement.

You must return this signed form to the Architectural Review Committee. By signing this document, you acknowledge that:

- The drainage on your property at this date is designed, installed and functioning properly.
- You indemnify the Association and all third parties from any damage resulting from your proposed improvements.
- Your proposed improvement may impair remaining developer warranties, if any.

**SIGNATURE PAGE (ON THIRD PAGE) AND ADDITIONAL PAGES TO FOLLOW**



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**STREET AND COMMON AREA PROTECTION FORM**

**I, THE HOMEOWNER, UNDERSTAND THAT:**

STREETS, SIDEWALKS, AND ALL OTHER AFFECTED PROPERTY, MUST BE PROTECTED, IF USED FOR STOCKPILING MATERIALS, AND/OR DOING WORK ON THE PROJECT. I WILL ENSURE THE STREET IS CLEARED AND CLEANED DAILY FOR THE DURATION OF THE PROJECT. ADDITIONALLY, I WILL BE RESPONSIBLE FOR ANY DAMAGE DONE TO ANY PORTION OF THE STREET, OR OTHER PROPERTY AFFECTED DURING THE PROGRESS AND THROUGHOUT THE COMPLETION OF THE PROJECT.

IF ANY PROPERTY IS DAMAGED DURING THE PROGRESS OF THIS PROJECT, I UNDERSTAND I WILL BE RESPONSIBLE FOR FUNDING THE REPAIR OF THAT DAMAGE THROUGH A SPECIAL ASSESSMENT, IF NECESSARY, AS DEEMED APPROPRIATE BY THE MANAGEMENT INSPECTOR, MANAGEMENT PERSONELL, CONTRACTED VENDORS, AND THE BOARD OF DIRECTORS.

ANY REPAIR WILL NEED TO BE PERFORMED BY THE CURRENT CONTRACTED VENDOR WITH REFERENCE TO THE COMMON AREA THAT HAS BEEN DAMAGED, WHO WAS/IS, CURRENTLY, HIRED BY THE BOARD OF DIRECTORS TO PERFORM MAINTENANCE AND REPAIR TO THE COMMON AREA AFFECTED BY AFOREMENTIONED REPAIR.

Streets must be protected with protective sheeting if used for stockpiling or work. The homeowner is responsible for the costs to repair any damage done to the blacktop/street/gutter/sidewalk. Only the assigned vendor is approved to perform street repairs. Management will obtain bids to repair and will schedule the repairs. The minimum cost of repair is \$850.00.

Please ensure that your vendor places a protective sheet under the dumpster, POD, or materials if utilizing the street or driveway.

PROJECT DETAILS	
Project Commence Date	
Project Completion Date	
Bond/Deposit Submitted in the Amount	
Bond/Deposit Check/Money Order Number	

SIGNATURES	
I CERTIFY THAT ALL INFORMATION SUBMITTED IN THIS PACKAGE IS ACCURATE AND TRUE	
Homeowner Signature:	
Vendor/Third Party Signature:	
Date Signed:	

**TO THE BEST OF MY KNOWLEDGE, THE INFORMATION PROVIDED IS ACCURATE, TRUE, AND COMPLETE. BY SIGNING THIS FORM, I AGREE AND UNDERSTAND THAT ALL ELECTRONIC SIGNATURES ARE THE SAME AS MY MANUAL/HANDWRITTEN SIGNATURE AND THAT I CONSENT TO BE LEGALLY BOUND BY IT.**