

**BELLAZO HOMEOWNERS ASSOCIATION
ARCHITECTURAL AND LANDSCAPE IMPROVEMENT REQUEST**

(Please print clearly)

Homeowner Name: _____

Property Address: _____

Mailing Address: _____

Phone: _____

Email Address _____

Proposed Start Date: _____ Completion Date: _____

Contractor: _____ License #: _____

PROJECTS SUBMITTED: (Please check all applicable items)

- | | | |
|---|--|-------------------------------|
| <input type="checkbox"/> Landscape (Check One) | <input type="checkbox"/> Front (to include side yard) | <input type="checkbox"/> Rear |
| <input type="checkbox"/> Pool/Spa Equipment | <input type="checkbox"/> Patio Cover | |
| <input type="checkbox"/> Satellite Dish/TV Antenna | <input type="checkbox"/> Sports Apparatus / Play Equipment | |
| <input type="checkbox"/> Gate Mesh | <input type="checkbox"/> Gazebo | |
| <input type="checkbox"/> Block wall modification | <input type="checkbox"/> Paint Exterior (Paint Samples Required) | |
| <input type="checkbox"/> Solar Panels | <input type="checkbox"/> Security Doors | |
| <input type="checkbox"/> Solar Screens | <input type="checkbox"/> Driveway Extension/RV Driveway | |
| <input type="checkbox"/> Security Cameras | <input type="checkbox"/> Walkway | |
| <input type="checkbox"/> Other - Please provide details below | | |

PLEASE COMPLETE THE FOLLOWING:

Are existing improvements (installed prior) shown on the submitted plans? YES NO

Brief description of what is existing: _____

DO NOT WRITE BELOW THIS LINE- OFFICE USE ONLY

DATE RECEIVED: _____

DATE REVIEWED: _____

ADDITIONAL INFORMATION REQUIRED: YES / NO

DATE ADDITIONAL REQUESTED: _____

APPROVED WITH CONDITIONS: YES/NO

APPROVED BY: _____

DATE: _____

CHECKLIST: In order to ensure there are no delays in the approval process, please submit a complete package. **Any items missing from this check-list will deem the Architectural Review Request as incomplete.**

- A. All pages completely filled out, including Neighbor Awareness Form (as applicable)
- B. For all landscaping plans: a complete drawing with a list of all plant materials
- C. Location, setbacks, and corresponding dimensions noted on the attached plans
- D. Measurements of improvement, with relation to unit and neighboring residences
- E. Drainage indicated on any landscaping, pool, and deck improvement
- F. Color photos of all non-living items (rocks, shed, gazebo, pavers, etc.)
- G. Waterproofing method used for landscaping which changes in elevation (planters/retainer)
- H. For pool installations, the following must accompany this Architectural Review Request:
 - i. Check or money order made payable to the Association in the amount of \$1,000.00
 - ii. Before photos of common areas, including curbs, gutters, sidewalks, front of the home with the street And curb included, utility collars and boxes in front of or adjacent to the home. Before pictures must Be submitted to management prior to any work starting.
 - iii. You must **request your refund in writing** and submit after photos in order to be issued a refund upon completion of work.

Please allow 2-4 weeks for check processing for deposit to be returned

Please return completed forms to:

By Email:
general@epicamlv.com

By Mail:
Bellazo HOA
C/O Epic Association Management
8712 Spanish Ridge Ave.
Las Vegas, NV 89148

Please initial each paragraph below:

- _____ Owners remain permanently responsible for the maintenance and upkeep of additions and modification to their property.
- _____ Original ARC Applications will not be kept by the HOA. It is suggested you make a copy for your records before you submit the ARC.
- _____ Owners understand that if an improvement is/has been installed prior to Board approval the owner could be held responsible to restore or change the improvement to meet community standards.
- _____ Owner understands that determination letters will be sent via email. If an email has not been provided, then a determination letter will be sent via US parcel mail.

Please sign this form and return it to the Architectural Review Committee. Your signature acknowledges that:

- 1. The drainage on your property at this date is developer installed and functioning properly; any change to drainage must be approved by the Board prior.**
- 2. You indemnify the Association, Developer and all third parties from any damage that may result from your proposed improvement.**

I, _____, the legal homeowner in the Bellazo Homeowners Association, Acknowledge and agree to the above conditions.

Homeowner Signature

Date

BELLAZO
HOMEOWNERS ASSOCIATION

NEIGHBOR AWARENESS SIGN-OFF FORM

On _____, _____ submitted the attached plans for the
(DATE) (SUBMITTER'S NAME)

installation of _____
(IMPROVEMENT)

at _____
(SUBMITTER'S ADDRESS)

These plans were made available to the neighbors and noted below for their review. The neighbors have been notified that we are submitting these plans to the Design Review Committee for approval.

Facing neighbor: _____

Property Vacant (PRINT NAME) (SIGNATURE)

Address: _____ Date: _____

Right side neighbor: _____

Property Vacant (PRINT NAME) (SIGNATURE)

Address: _____ Date: _____

Left side neighbor: _____

Property Vacant (PRINT NAME) (SIGNATURE)

Address: _____ Date: _____

Rear neighbor: _____

Property Vacant (PRINT NAME) (SIGNATURE)

Address: _____ Date: _____

(SUBMITTER'S SIGNATURE)

NOTE: The "*Facing neighbor*" is the one most directly across the street in the front of your property; the "*Rear neighbor*" is the one most directly behind your property. The neighbors' approval is not necessarily a condition to your improvement/modification being approved by the Architectural Committee. The intent is to advise your neighbors who own property within close proximity of your Lot and may be affected by your proposed improvements(s) by requiring their signatures above. No application will be considered complete until there is evidence that the immediate neighbors and any neighbor who may be affected have been made aware of this application.

NOTE: *All* signatures must be obtained prior to submitting plans for approval. Failure to obtain appropriate signatures may result in delays in the approval process.