

ARCHITECTURAL REVIEW REQUEST APPLICATION

BELMONT PARK HOMEOWNERS ASSOCIATION

c/o Epic Association Management
8712 Spanish Ridge Ave., Las Vegas, NV 89148
Phone/Text: 702.767.9993 * Email: general@epicamlv.com

ARCHITECTURAL SUBMITTAL CHECKLIST:

Property Address: _____

Please complete and submit this application in its entirety. Emailing the application is preferred. Please email the application to the email provided above. If you are mailing the application, we request you mail the original copy and keep a copy for your records. Please contact our office to confirm receipt of your application once submitted. Please be advised making changes without submitting ARC does not mean they will be approved the ARC committee retains the right to approve or deny submissions. Even if the work is already completed, denial will result in the owner having to restore the property to its original appearance.

ALL APPLICABLE ITEMS ON THE CHECKLIST BELOW ARE REQUIRED TO BE SUBMITTED WITH YOUR APPLICATION. IF AN ITEM IS NOT APPLICABLE TO YOUR IMPROVEMENTS PLEASE MARK IT AS "N/A"

_____ **COLOR PHOTOS MUST BE INCLUDED FOR ALL APPLICABLE IMPROVEMENTS - (Plants/trees/artificial turf, rock samples, paver samples, paint colors, gazebos, sheds, etc.)**

_____ All plant life/trees/artificial turf, etc. should be clearly indicated as far as size, type, location on the property, etc. and include set back measurements on the site plans/diagrams as applicable.

_____ All decorative rocks, stones, etc. should be clearly indicated as far as size and type along with the color photos.

_____ Site Plans/Diagrams/Specifications of Improvements: please submit legible drawings/diagrams/site plans, etc. as they pertain to your improvements. These diagrams are not required to be professionally done. The Architectural Review Committee/Board of Directors just needs to clearly see and understand the proposed improvements. Please be sure to clarify the following items with your diagrams:

- A) Improvement(s) location with measurements/distances in relation to existing structures (residence, property walls, driveway, etc.) as applicable. See attached sample ARC diagram.
- B) Front, rear, and side yard setback measurements as applicable
- C) Measurements of the actual improvement(s) itself. For example, if you are proposing to install a patio cover, we would need to know the specific measurements/size of the patio cover.
- D) Materials list: all building materials required for the improvement(s) should be listed/included with the application. Color samples of applicable materials is recommended.
- E) Drainage pattern(s) for landscaping improvements
- F) Solar panel installation requests should include diagrams showing where the panels will be installed on the roof.

ARCHITECTURAL SUBMITTAL CHECKLIST CONTINUED:

- _____ Copy of building/city permit(s) (if applicable). Building/city permits can be submitted after approval from the association if your permit will not be issued until you obtain approval from your association.
- _____ Utility connection locations (if applicable)
- _____ Building floor plans and roof plans with all dimensions, setbacks, etc. (if applicable)
- _____ Manufacturers specifications for improvements (if applicable)
- _____ Photograph(s) of similar improvements for reference (if applicable)
- _____ Copy of Business License/Certificate of Insurance if you are using a licensed contractor.

Additional Comments or Details: _____

TYPE OF ARCHITECTURAL AND / OR LANDSCAPING IMPROVEMENT

- | | |
|---|--|
| <ul style="list-style-type: none"> _____ Remodeling/Additions _____ Outside Walks/Stairs _____ Garage Doors/Exterior Doors _____ Driveway/Parking Pads _____ Greenhouse/Sunrooms _____ Gazebo/Shed/Play Equipment (Describe) _____ Swimming Pool/Solar Panels _____ Deck/Patio _____ Arbor/Overhang _____ Dog House/Run _____ Fence/Fence Additions & Retaining Walls _____ Landscaping Front/Back Yard _____ Satellite Dish/Antennae _____ Roof Replacement _____ Other | <p>Materials to be Used:</p> <p>_____ Wood _____ Stucco _____ Brick</p> <p>_____ Stone _____ Concrete</p> <p>_____ Other _____</p> <p>Is the material same type as on home?
 _____ yes _____ no</p> <p>Additional Comments: _____

 _____</p> |
|---|--|
- _____ PAINTING: Pre-Approved Scheme: _____
 _____ Painting New Scheme
- House – New Color _____ Trim – New Color _____
 Pop Outs – New Color _____ Doors – Exterior – New Color _____
 Garage Door – New Color _____

Attach new paint color samples for stucco, trim, fascia and/or wall.
 Any information not included does not constitute an automatic approval
 (No approval is required to repaint in exactly the same color.)
 (IF ADDITIONAL SPACE IS NEEDED, PLEASE USE THE REVERSE SIDE OF THIS FORM.)

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ARCHITECTURAL CHANGE REQUEST APPLICATION

Date: _____

Owner(s) Name: _____

Property Address: _____

Mailing Address (if different from above): _____

Telephone #: _____

Email Address: _____

I hereby request approval for the installation of the following improvement(s) to my unit (describe the proposed improvements and provide the required items from the checklist above:

As the homeowner, I understand that I am responsible for any damage(s) done to the common elements during and/or after construction of such improvements.

Work to be constructed by: _____

Proposed Date of Construction: _____

Proposed Date of Completion: _____

Additional Comments or Details: _____

Failure to follow these requirements and procedures may cause your request to be delayed pending submission of additional information and documentation to the Architectural Review Committee/Board of Directors. An incomplete application **WILL NOT** be submitted to/reviewed by the Architectural Review Committee/Board of Directors.

Please be aware that the Architectural Review Committee/Board of Directors may take up to 45 DAYS to approve/deny your application. Please plan for this timeframe accordingly.

Applicant Signature(s): _____

Return Completed Application to: Epic Assoc. Mgmt., 8712 Spanish Ridge Ave., Las Vegas, NV 89148; general@epicamlv.com