

Spanish Hills Community Association

Architectural Request Form

The attached Architectural Review package contains an Architectural Change Request Form, Neighbor Awareness Letter and instructions. Any and all exterior improvements to your property must be submitted to the Architectural Review Committee (ARC) for review and approval prior to commencement of work.

The following details the procedure for submitting improvements for review by the Architectural Review Committee:

- 1) Submit two (2) completed copies of the Architectural Change Request Form, Neighbor Awareness Letter, and construction drawings to:

Spanish Hills Community Association
c/o Epic Association Management
8712 Spanish Ridge Avenue
Las Vegas, Nevada 89148
general@epicamlv.com

OR, you may send the Architectural Change Request Form, Neighbor Awareness Letter, and construction drawings via email to general@epicamlv.com.

Drawings must include location and screening of equipment, site plan, setbacks, materials, colors and any information pertinent to the proposed improvement such as brochures, pictures, etc.

- 2) Upon review of your plans by the Committee, you will receive written notice of their approval, rejection or conditional approval within thirty (30) days of receipt of a fully complete ARC submittal package.
- 3) **The following submissions require a review fee to be submitted as stated. Check or money order must be made payable to ARE Architecture for the ARC Review Fee, or to the Association for the dumpster deposit (if applicable). See the ARC Guidelines for further details.**
 - New Construction - \$1,700.00; Additional Reviews (if applicable) - TBD
 - Residence Additions or Exterior Changes - \$400.00; Additional Reviews (if applicable) - TBD
 - Landscaping or Swimming Pool Revisions - \$400.00; Additional Reviews (if applicable) - TBD
 - Exterior Paint or Material Only - \$400.00; Additional Reviews (if applicable) - TBD
 - If a dumpster is required for the project, a Dumpster Deposit of \$1,500.00 is due and payable PRIOR TO the dumpster being delivered, to the Spanish Hills Community Association through management. Please request a copy of the Dumpster Policy and Procedure from management, if applicable.

*****CONSTRUCTION IS NOT TO BEGIN UNTIL WRITTEN APPROVAL OF PLANS IS OBTAINED FROM THE ARCHITECTURAL REVIEW COMMITTEE THROUGH MANAGEMENT*****

To avoid delays, please ensure forms and plans are complete prior to submittal and the review fee is included with your submittal.

*****INCOMPLETE SUBMITTALS WILL NOT BE SUBMITTED TO THE ARC COMMITTEE FOR REVIEW UNTIL COMPLETE*****

Spanish Hills Community Association

Architectural Request Form

Date: _____

Homeowner's Name: _____

Property Address: _____

Home Number: (_____) _____ Work Number: (_____) _____

Cell Number: (_____) _____ Email Address: _____

Application is submitted for review and approval of the following described improvements. Anything not listed here and not clearly shown on plans and specifications will not be a part of this review.

Nature of request: (Check one or more of the following.)

- Review/Approval of landscape plans
- Review/Approval of an addition to existing dwelling
- Review/Approval of concrete work (walkways, patios, etc.)
- Review/Approval satellite receiver/antenna
- Other: _____

In support of this application, the following required items **MUST** be submitted:

- Two (2) copies of the application & plans/specifications (unless they are submitted via email)
- Show existing improvements
- Specify names of plants, proposed materials, types of surfaces/finishes, colors, dimensions, etc. in their entirety.
- A Neighbor Awareness Form

If application is incomplete, the reviewer will notify the applicant as to the needed documents or information and the application will not be further considered until receipt of these materials or information if provided

Homeowner's Signature: _____ Date: _____

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NEIGHBOR AWARENESS FORM

OWNER'S NAME: _____

PROPERTY ADDRESS: _____

PROPOSED IMPROVEMENT: _____

Neighbor:

Homeowner's Name: _____

Property Address: _____

Contact Number(s) & Email: _____

I have reviewed the plans and specifications for my neighbor's proposed improvements. My comments are noted below.
(Check one)

I have no concerns about the proposed improvements in regard to impact on my property.

I have the following concerns regarding impact on my property.

Neighbor's Signature: _____ Date: _____

Neighbor:

Homeowner's Name: _____

Property Address: _____

Contact Number(s) & Email: _____

I have reviewed the plans and specifications for my neighbor's proposed improvements. My comments are noted below.
(Check one)

I have no concerns about the proposed improvements in regard to impact on my property.

I have the following concerns regarding impact on my property.

Neighbor's Signature: _____ Date: _____

Neighbor:

Homeowner's Name: _____

Property Address: _____

Contact Number(s) & Email: _____

I have reviewed the plans and specifications for my neighbor's proposed improvements. My comments are noted below.
(Check one)

I have no concerns about the proposed improvements in regard to impact on my property.

I have the following concerns regarding impact on my property.

Neighbor's Signature: _____ Date: _____

*****Completion of the Neighbor Awareness form does not constitute approval by the ARC*****

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MANAGEMENT USE ONLY

Received on: _____ Received By: _____

Submitted to the ARC on: _____ Submitted By: _____

ARCHITECTURAL REVIEW COMMITTEE USE ONLY

Date Request Received by Committee: _____ Date of Review: _____

Date Response Letter Sent: _____ Sent By: _____

Approved Conditional Denied Requesting Further information

Comments/Conditions:

Committee Member Signature

Date

Committee Member Signature

Date

Approval does not relieve the Owner from any and all restrictions and requirements set forth in the applicable CC&Rs, nor does it constitute approval as to compliance with applicable State, County, or City law, rules and regulations or requirements. An Owner may also need to acquire building permits and/or approval from the City or County for permission to encroach within City or County easements. An approval is not to be considered authorization to change the drainage as installed by the developer and approved by the City or County.